

## **5.0. General Business Administration**

### **5.0. INVOICING PROCEDURE**

**Policy Reference: EL-1.3**

**Reviewed by Committee: June 23, 2015**

All invoices are processed for payment through the Division Office.

Original invoices are sent directly to the Division Office by the suppliers.

Advise suppliers when placing orders that the invoices must be mailed to the Division Office, as stated on the purchase order.

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This is especially important during the summer months. This ensures that all purchases made prior to June 30<sup>th</sup> get recorded in the correct school year.