VENDOR RESOURCES

Invoice Submission Methods:

Email (Preferred Method): accountspayable@pasadenaisd.org

or

Mail: 3920 Mickey Gilley Blvd.
Attn: Accounts Payable
Pasadena, Tx 77505

Invoice/Credit Memo Requirements:

- Vendor/Service Provider's Name
- Purchase order number
- Invoice Date
- Invoice/credit Memo Number
- Remittance address
- The word "Invoice" or "Credit Memo"
- Detail description of itemized list of good/services rendered
- Cost or credit amount of each item
- Total cost or credited amount due

Payment Inquiry

Email: accountspayable@pasadenisd.org

Include the following in the email:

Purchase Order Number

Vendor Name

Invoice Number

Payment Amount

Forwarding Contact Information