

PHILLIPS EXETER ACADEMY

Facilities Management

INVOICE PROCEDURES

1. Email all invoices to: invoices@exeter.edu

The Bill To Address is:

Phillips Exeter Academy
Facilities Management Dept.
20 Main Street
Exeter, NH 03833

2. Invoices should include the following:

- Purchase Order Number
- Invoice Number
- Date of Invoice
- Detailed description of work

Your invoice may be rejected if the above information is not included.

3. After invoices are received at invoices@exeter.edu, they are forwarded to Facilities Management for approval. Once approved, the payment is processed in Oracle, Phillips Exeter Academy's financial system. Invoices will be paid within 30 days of receipt and payments processed every Wednesday.
4. If you are a new supplier/contractor to Phillips Exeter Academy, please send a copy of your W-9 to procurement@exeter.edu and fill out the Supplier Information form accessed through this link:

<https://fs30.formsite.com/exeter/kabcshrigl/index>

Once completed, the Procurement Department will set up an account for your company in Oracle, Phillips Exeter Academy's financial system, with your preferences for purchasing and payments.