

Invoice Requirements

The City accepts invoices by US mail or by e-mail. Our billing address is:

City of Irvine
PO Box 19575
Irvine, CA 92623-9575
Attn: City Division or Contact Person

For invoice submittal by e-mail, send to: invoicesubmittal@cityofirvine.org

Invoices come in a variety of formats, but generally contain the following essential elements which make them an invoice:

- The word “INVOICE”
- Invoice Number
- Invoice Date
- Purchase Order (PO) Number – Call your City contact if you need the number.
- Payment Terms
- Payment Due Date
- City Contact Person
- Date(s) of service or goods shipped
- Specific goods or services provided
- Pricing information
 - o For services on a time and materials contract:
 - Number of hours of services
 - Hourly rates
 - Material provided including mark-up if applicable
 - Reimbursables
 - Include copy of invoice/receipt showing cost of materials or equipment, along with mark-up cost.
 - o For Goods:
 - Number of units
 - Unit Price
 - Applicable Taxes
- Total Amount Due
- Payment Instruction
 - o “Make check payable to _____” (Name must match the Purchase Order)
 - o Remit to Address