



Invoicing and payment checklist

If you are carrying out works or providing goods and/or services for the City of Gold Coast (City), please use the table below to ensure timely payment.

Before submitting an invoice	Consideration
Have the terms of engagement and payment method been agreed with the City?	<p>The absence of an agreed supply and payment arrangement (e.g. executed contract or purchase order) may result in an invoice being rejected.</p> <p>For further information refer to the Purchase Order, invoicing & payments page on our website.</p>
If a purchase order is the agreed method of engagement, have you received a valid purchase order?	<p>If you have not received a valid purchase order, you must not commence any work on behalf of, or supply any goods to the City. To ensure your contact details with the City are current, please contact Accounts Payable:</p> <p>E acctspayable@goldcoast.qld.gov.au P +61 7 5581 6181</p> <p>For all other enquiries regarding receipt of purchase orders please contact our purchasing department:</p> <p>E purchasing@goldcoast.qld.gov.au P +61 7 5581 6275</p>
If a purchase order is the agreed method of engagement, have you documented the purchase order number on your invoice?	The absence of a purchase order number being noted on your invoice may result in a delay in payment.
Do you know where and how to send your invoice?	<p>It's important to read and understand how to submit invoices to the City to ensure timely payment.</p> <p>For further information refer to the Purchase Order, invoicing & payments page on our website.</p>

For more information

P 1300 GOLD COAST (1300 465 326)

W www.goldcoast.qld.gov.au/Home