



Vendor Letter

November, 2011

Dear Valued Vendor,

The Sam Houston Area Council Boy Scouts of America (the Council) appreciates the relationship we have with you, our vendor. We continually strive to improve our processes and conduct business in the most ethical manner.

In an effort to streamline processing and payment of invoices, we would like to take this opportunity to inform you of our invoice requirements. Your compliance with these requirements can significantly reduce the time required to process and pay invoices received from your company resulting in you receiving your payment more quickly.

INVOICING - Invoices for goods and services billed to the Council must contain, at a minimum, all six of the following:

1. Legal name of vendor and D/B/A name of vendor, if applicable
2. Vendor address and phone number
3. Invoice date
4. Invoice number
5. Purchase order number (issued by the Council)
6. Quantity, description and price of goods or services provided

We encourage you to take appropriate action to ensure your invoices meet or exceed these requirements. Invoices received that do not satisfy the above minimum requirements may be returned to you for correction, which could delay processing and payment of the invoice.

PURCHASE ORDER - The Council uses a pre-numbered purchase order system. When accepting an order from a Council representative, please request a copy of the purchase order or purchase order number from the purchasing representative to satisfy the requirement of item number 5 above.

DELIVERY OF INVOICES - Please mail all invoices to the post office box listed below. If you prefer, invoices can be emailed to ap@shac.org. Please do *not* email invoices to the purchasing representative or mail invoices to any other address.

Thank you for your cooperation. Please feel free to contact me directly at 713-756-3367 if you have any questions or concerns about our invoicing requirements or ever need assistance with invoice resolution.

Sincerely,

Doug Davis
Controller

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