Public Building Authority

Ordering and Invoicing Procedures

1. Order and Payment Method

Until a P.O. is in place, a contract is fully executed, or a Notice to Proceed (NTP) is issued, work shall not be performed. PBA does not have a legal obligation to pay for work performed or products provided, even if done in good faith, without one of these documents in place.

PBA utilizes Electronic Funds Transfer (EFT) for payment. Awarded contractor(s) will be asked to submit a new/updated EFT Authorization Form to confirm that PBA has the correct banking information on file prior to the contract being fully executed.

2. Invoice Detail

PBA prefers electronic invoices; electronic invoices should be emailed to invoices@ktnpba.org.

Alternatively, invoices may be mailed to: The Public Building Authority, ATTN: PBA Finance Department, PO Box 2505, Knoxville, TN 37901. Only one invoice method should be used. Invoices sent by facsimile **will not** be accepted. Invoices must meet all other criteria listed herein.

2.1 The invoice must show the P.O. number, if applicable. If a P.O. was not issued, the contract number and the purchasing department should be listed.

2.2 The invoice must be itemized and include the following: the date(s) of delivery or service, the project location(s) (PBA prefers to have all awarded locations on a single invoice), the associated unit price as stated in the contract, the quantity, and the total amount due.

2.3 Invoices must be original and uniquely numbered. PBA will not pay from copies.

3. Invoicing Procedures

3.1 Invoices should be submitted within 60 days of the date the goods or services were delivered to PBA. PBA may deny invoices submitted after the 60-day threshold.

3.2 Under no conditions will PBA be liable for the payment of any interest charges, late payment fees, or any other fee not listed on the pricing sheet contained herein.

3.3 Invoices for regularly scheduled monthly services must be submitted monthly after services have been completed. Invoices for services other than monthly services must be submitted after the service(s) is completed.

3.4 Payments must be credited to the invoice to which they relate; do not apply payments to the account as a whole, to the oldest outstanding invoice, or in any other manner.

3.5 Component billing and/or partial invoicing of a P.O. is prohibited unless otherwise approved by PBA. Invoices must be sufficiently detailed to allow for partial payment. No guarantee is offered for partial payments.

3.6 A minimum of thirty (30) days is required to process invoices for payment when the invoicing instructions herein are followed. The thirty (30) days does not start until PBA Finance has received and the user department has approved the invoice for payment.

3.7 There may be invoicing and payment stipulations in addition to or that contradict those listed herein that are applicable to long-term projects. Any supplemental or superseding terms and conditions will be covered in other contractual documents subsequent to the award of this solicitation.