



Submitting Contract Invoices to UCSF

Contractors doing work for UCSF under fully executed contracts in most cases may submit their invoices for payment either by email or regular mail to the following address and adhere to the Additional Billing Requirements noted below

SUBMIT BY E-MAIL:

FSCpayables@ucsf.edu

SUBMIT BY REGULAR MAIL:

UCSF – Finance Service Center
Attention Accounts Payable
UCSF Box 0894
San Francisco, CA 94143-0894

Applications for Payment on Construction Contracts require original wet signed and/or certified documents to be mailed; please follow instructions in your agreement package for documentation and formatting requirements

* **UCSF - FSC Capital Project Accounting**
654 Minnesota Street, 2nd Floor
San Francisco, CA 94107

* Invoices sent by delivery service (FedEx, UPS, etc.) should also use this street address in place of the UCSF Box #

ADDITIONAL BILLING REQUIREMENTS (All Invoices)

- **All invoices must reference the UCSF contract/authorization or PO number of the agreement you are billing against**
- Invoices must be **'Billed to' UCSF, dated, numbered, and be itemized** detailing all charges and service period covered
- *Reimbursable expenses should only be billed if your contract specifically states they are included; expenses must be **itemized** and **subtotaled separately** from fees on your invoice fees and include applicable supporting documentation*
- Billing must be within the current dollar limit of the PO or each contract line allocation; Services and Reimbursables are often separate allocations within one authorization and the amounts are not interchangeable
 - Total billing cannot exceed the issued contract amount of any individual allocation
 - AP cannot pay any contract invoice where total billing exceeds the amount of the executed agreement; it is the contractors responsibility to work with UCSF Project Managers to ensure change orders / amendments are processed and executed
- **UCSF issues several contract types and all contracts vary one to the next; refer to your specific agreement package for details about terms, general conditions, and other documentation or specific requirements that may apply to your agreement**

BILLING AGAINST A UCSF PURCHASE ORDER

Refer to your PO for specific instructions on submitting invoices paying against a UCSF Purchase Order (B00#####)

- PO Invoices generally can be submitted to the mailing address or e-mail address above to be processed *
- All billing requirements listed above apply - Refer to your PO for Payment Terms that will apply to your order
- Your invoice must reference a valid PO# and be itemized to match the issued PO by Line Item, Price and Quantity

* NOTE: For vendors who've enrolled to participate in our e-invoicing program through partner **Transcepta**— you must submit all **PO invoices** using this method once you've on-boarded to that system; the Finance Service Center will not be able to accept or process invoices referencing a UCSF PO (format B00#####) once you're using Transcepta--- conversely, **Transcepta won't accept Contract Invoices; those must come here**