Checklist for:

- Invoices from external vendors

Information to include when sending an invoice to the ISTLD for payment, including services related to all grant projects:

**Note: All grant project expenses must be included in your proposed budget and meet the eligible expense guidelines for your grant program.**

- Reoccurring invoices or invoices totalling $10,000 or more will require a Service Agreement and/or Purchase Requisition. Please contact the ISTLD Administrative Coordinator prior to commencing discussion with vendor.

- Invoice should be made out to:

  Simon Fraser University  
c/o Tara McFarlane  
Institute for the Study of Teaching and Learning in the Disciplines  
ASB 10929  
8888 University Drive  
Simon Fraser University  
Burnaby, BC V5A 1S6

- Invoice number
- Invoice date
- GST registration number (if applicable; not required if SIN is included)
- SIN (if applicable; not required if GST registration number is included)
- Brief description of services rendered
- If related to a Teaching and Learning Development Grant project, please note the grant number
- Clearly state who the payment should be made out to, including a mailing address for the payment

Please note that SFU is on a 30-day net payable based on the date of the invoice.

Invoices can be emailed to istld@sfu.ca for payment.

If you have any questions or concerns, please contact the ISTLD Administrative Coordinator (istld@sfu.ca; 778-782-3122)