Checklist for:

• Invoices from external vendors

Information to include when sending an invoice to the ISTLD for payment, including services related to Teaching and Learning Development Grant (TLDG) projects:

**Note: All TLDG project expenses must be included in your proposed budget and meet the eligible expense guidelines** ([http://www.sfu.ca/istld/tldg/eligibleexpenses.html](http://www.sfu.ca/istld/tldg/eligibleexpenses.html)).

• 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 10928  
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

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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)