



Health Sciences Center  
ADMINISTRATION AND FINANCE

Purchasing/Distribution Services

Dear Supplier,

In order to avoid the rework and delays associated with researching unclear invoices and payables issues, we are changing the billing requirements for LSU Health Sciences Center. For all future invoices for products or services the following information must be clearly stated on the invoice:

- **Valid LSU Health Sciences Center Purchase Order Number**
- Attn: Accounts Payable Department / Box B6-6
- Clear Statement of Product or Service Provided
- Itemized Pricing on Products or Services Provided
- Separate line for Shipping & Handling'-and/or Installation Charges

Invoices that do not reference a valid LSU Health Sciences Center Purchase Order **will be returned to the supplier UNPAID**. Payment of invoices that do not clearly state the information outlined above will be delayed for as long as necessary to adequately research the purchase. **Due to LSU Health Sciences Center's tax exempt status, any taxes charged on invoices will be short-paid.**

Additionally, LSU Health Sciences Center will only pay vendors whose name appears on a valid Purchase Order. If your organization experiences a name change, LSUHSC Purchasing should be contacted at (504) 568-4691 to change the name on the existing purchase order or reissue another purchase order in your new name.

Please take whatever actions necessary to comply with these requirements. Should you need clarification, contact Rob Parker, Asst. Director of Purchasing at (504) 568-4814. By working together to eliminating these common causes of payment delays, we hope to see a significant improvement in our payment cycle, and as a result, a stronger relationship with our supplier base.

Sincerely,

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Rob Parker, Asst. Director - Office of Procurement - LSU Health Sciences Center

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Danielle Burlison, Asst. Director - Accounts Payable, Direct Pay, and Travel - LSU Health Sciences Center