Invoice Requirements

The City accepts invoices by US mail or by e-mail. Our billing address is:

City of Irvine  
PO Box 19575  
Irvine, CA 92623-9575  
Attn: City Division or Contact Person

For invoice submittal by e-mail, send to: invoicesubmittal@cityofirvine.org

Invoices come in a variety of formats, but generally contain the following essential elements which make them an invoice:

- The word “INVOICE”
- Invoice Number
- Invoice Date
- Purchase Order (PO) Number – Call your City contact if you need the number.
- Payment Terms
- Payment Due Date
- City Contact Person
- Date(s) of service or goods shipped
- Specific goods or services provided
- Pricing information
  - For services on a time and materials contract:
    - Number of hours of services
    - Hourly rates
    - Material provided including mark-up if applicable
    - Reimbursables
      - Include copy of invoice/receipt showing cost of materials or equipment, along with mark-up cost.
  - For Goods:
    - Number of units
    - Unit Price
    - Applicable Taxes
- Total Amount Due
- Payment Instruction
  - “Make check payable to ______” (Name must match the Purchase Order)
  - Remit to Address