
Vendor Course Instruction Billing Procedures

Gorman Learning Charter Network (GLCN) now serves two schools, Gorman Learning Center (GLC) and Gorman Learning Center SBSC (GLC SBSC). Each school has its own purchase order identifier. GLC purchase orders begin with 16... and GLC SBSC begins with 50... For Community Partners that service both schools, please invoice *each* school separately.

Once the service is rendered the community partner may invoice GLCN, by each school, for up to the amount of the purchase order. Any cost that exceeds the approval total indicated by GLCN is not the responsibility of GLCN.

Accounts Payable will process payment for services of a period exceeding a month (i.e. Semester Courses) upon receipt of an invoice after one month of service has been completed.

Community Partners

- ✦ Invoices are to be submitted, **Attention VCI**, at the completion of the course at the end of month.
- ✦ Funding does not pay for registration fees, material fees, or clothing expense [Ed. Code. 51747.3].
- ✦ Once a Purchase Order Number is used it is closed and cannot be applied to another month's service. Any unused amount is returned to the student's VCI fund.
- ✦ Invoices **must** include the following:
 - **Invoice Number and Date**
 - **Company name and address**
 - **Billed to Gorman Learning Charter Network and address**
 - **Student(s) name**
 - **The GLC or GLC SBSC Purchase Order Number for each student**
 - **Description of services provided, dates, and amount**
- ✦ Invoices can be **Emailed to** vci@gormanlc.org
Or
Mail Invoices to:
Gorman Learning Charter Network VCI
1826 Orange Tree Lane
Redlands, CA 92374

Payment

- ✦ GLCN's payment terms are 30 days. This 30 days are based on your invoice date