**Please ensure that your invoice has:**

* **All your company details inc. address and company registration number (if VAT registered).**
* **Our finance address: Kent County Council, Accounts Payable, 3rd Floor, Invicta House, Maidstone, ME14 1XX**
* **PO reference number (this will be provided by our team onto your Jambusters progress notes and uploaded as a document onto your Grant funding evidence)**
* **A unique invoice number.**

**Please note our current preferred invoice format is PDF,  from April 1st 2024 any invoices submitted in an alternative format to PDF will be rejected**

**This will avoid any delays with the payment.**

**SEND YOUR COMPLETED (pdf) INVOICE TO BOTH:**

**emma.chandler@kent.gov.uk** **and** **accountspayableinvoices@kent.gov.uk**

**Note:** “TOTAL PAYABLE” will exclude VAT; it refers to the amount your school will be reimbursed; this will be either the full NET amount, or, the partial NET amount up to the awarded grant funding value.

**Reminder:** you will also need to upload any suppliers’ receipts and photographic evidence on to the Jambusters site, **on or before midnight Thursday 22nd February 2024** to enable the reimbursement of grant funding.

You can Copy and Paste the invoice template below onto your school’s letter headed paper.

FAO: Accounts Payable
Active Travel Interventions Invoice Reference/Number:
Kent County Council KCC PO Number:
3rd Floor Invicta House Invoice Date:
Maidstone
ME14 1XX

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Description** | **NET cost (exc. VAT)** | **VAT** | **GROSS cost** |
| *e.g. – Reimbursement for Cycle and Scooter Pods* | *£2000.00* | *£400.00* | *£2,400.00* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TOTAL PAYABLE** (by KCC to the school, as per grant funding arrangement)**: £2,000.00**