TRAINERS WITH AN INCORPORATED BUSINESS

If you have a business by which you consult and train for others, and that business is incorporated, the Academy may contract with your business and consider your business a vendor.

Vendors are paid via a purchase order/invoice process. The Academy will complete a purchase order request and forward that request to the Foundation. A purchase order number will be established by the Foundation and sent to you.

You must, then, submit an invoice on your own letterhead for payment to be issued. The invoice must include:

- Your Business's Name, Address, Phone Number
- Date of training or date range of consulting project
- Location of training
- Amount being charged for training or consulting project
- List Academy for Professional Excellence as customer
- Purchase order number reference (if you have it)

The Academy will send you, approximately a month before your training date, a cover letter with:

- A Scope of Work document providing specific training details
- Directions to the training facility
- Hotel accommodations available in the training area

You will sign the Scope of Work and return it to the Academy. You may also return, at the same time, an invoice on your company's letterhead, which we will hold until the day after your training or consulting project ends, and then submit it to the SDSU Foundation for payment, or you may wait until after your training occurs or consulting project ends to submit your invoice.