

Cherokee Nation Entertainment Accounts Payable P.O. BOX 179, TAHLEQUAH, OK 74465-0179 918-207-3501 & fax 918-453-2040

MANDATORY VENDOR REQUIREMENTS FOR PAYMENT

- 1. Invoices must contain the following information:
- a. The name of the person at CNE that placed the order.
- b. Company name, address, telephone, fax number & email address, if you have one.
- c. Invoice Number
- d. Invoice Date
- e. Purchase Order Number (if applicable)
- f. Payment Terms
- g. Itemization of goods or services to include date, quantity, model, serial number, etc.
- 2. Payment will be issued from original invoices only. Statements, fax, or Xeroxed copies are not acceptable.
- 3. The check stub will list invoices included in the payment. If there is a discrepancy, contact Accounts Payable. Outstanding invoices of 30 days or more should be called to the attention of the Accounting Manager.
- 4. New vendors will be required to complete an IRS W-9 Request for Taxpayer Identification Number and Certification and a Vendor Information Form. Payment will not be released without a completed W-9 on file. Company names on invoices must match the W-9 on file.
- 5. New vendors claiming Indian-owned or minority status must provide proof of status.