

Whatcom County Superior Court
Administration and Clerk
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Bellingham, WA 98225
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DAVID L. REYNOLDS
Superior Court Clerk

SANDRA L. KIELE
Chief Deputy Clerk

September 11, 2018

RE: Vendor Invoice Requirements for Services Provided to Superior Court

Please provide the following detail within submitted invoices to prevent delays in processing and payment:

1. Vendor contact information
 - a. Business name or first and last name
 - b. Address ¹
 - c. Phone number
 - d. E-mail address
2. Invoice number ²
3. Invoice date
4. Case number(s) ³
5. Case title/description ⁴
6. Invoiced amounts detail
 - a. Flat rate
 - b. Hourly rate and hours count
7. Total invoiced amount ⁵
8. Supporting documentation showing 1) detail and 2) Administrator's approval of specific costs (as outlined in the contract terms)
9. Copy of the related court order showing approval of costs, if applicable

Contracts are posted on the Whatcom County homepage under "Popular Links" and "Online Contracts".

If you have any questions, contact the Court Clerk's office and ask to speak to the Financial Accountant.

Notes:

1 If the billing address has changed recently or will change in the next month, please leave a note on the invoice.

2 If invoice number is not provided, we'll use the invoice date.

3 If you're unsure of the case number, please contact the Court Clerk's office to obtain.

4 Case name/description is needed when there is an error/omission in the case number provided.

5 If the services relate to a contract with the court and you're unsure of the amount, please search the contract on the County site or contact the Court Clerk's office.