

Invoicing – Top tips and FAQ's

The invoicing teams' top tips when submitting invoices:

- Ensure all relevant information is on the invoice (see template invoice for what to include)
- Submit invoices on 1st each month for work completed for the previous month to PTU-Invoices@lincolnshire.gov.uk

When will I be paid?

Providing your invoice matches the dates and rates the invoicing team have on the system your invoice will leave LCC payments system on/after 15th month (depending on what day that falls, if it's a weekend it will be the following Monday) You will then need to wait 2-3 working days as per your own banks clearing period before funds will show in your account

My invoice is on query, what happens next?

If your invoice doesn't match the invoicing system we notify the relevant team within the transport department who manages your contract who will look into the query and come back to us if it is okay to pay and we will get it processed or a member of the transport team will be in contact with you to request a revised invoice

How do I contact the Invoicing team?

Email us at: PTU-Invoices@lincolnshire.gov.uk