



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.