Valid Supporting Documentation for RFP's

RFP's must have valid supporting documentation attached. But what is valid supporting documentation?

Valid supporting documentation is an invoice. Quotes, pro-forma invoices, order forms, etc. are not valid supporting documentation. It must state it is an invoice.

The invoice must indicate what is being invoiced. For example, registration invoices must show the name of the class and the name of the individual attending.

The invoice must have a dollar amount for each item and a total dollar amount.

The invoice must have a remittance address and remittance name. The remittance address and name must appear in Lawson. If not, an AP Vendor Request must be submitted to add the vendor or update the address, if needed, before the RFP is submitted.