



**LOYOLA**  
UNIVERSITY CHICAGO

**CAPITAL PLANNING AND CAMPUS MANAGEMENT**  
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## **CONTRACTOR PAY APPLICATION/INVOICE SUBMISSION GUIDELINES**

We are always working to improve our invoicing payment process and would like your assistance in this effort.

Please complete the attached General Information Form – this information is required for reporting purposes, many of our projects require us to provide information about our vendors. Please include any certifications regarding your vendor status i.e. MBE/WBE etc.

### **To ensure correct processing please follow the following invoicing guidelines:**

Invoices must be sent in pdf format to: [FMINVOICES@luc.edu](mailto:FMINVOICES@luc.edu)

- Do not email invoices to or copy Loyola University Chicago Project Manager
- Include on all invoices:
  - Project Manager name
  - Project Name
  - Project Number
  - Contract Number
  - Total contract amount, billing to date and current billing (sample attached)
  - All expenses at cost must be included with appropriate and readable receipts
  - Separate any additional services or change orders
  - Supplier Diversity Form
- Invoices must be submitted individually
- All payment applications must include all approvals – if no approval is needed, please add N/A
- Any change orders must include all backup information and approved signatures. If no approval is needed, please add N/A
- All contractor payment applications to include fully executed lien waivers - this includes 2<sup>nd</sup>/3<sup>rd</sup> tier waivers – trailing lien waivers are allowed

**This email address is for invoicing/pay applications only.** Please note that project information/submittals/RFI's/meeting notes are to be sent directly to the project manager.

Please let me know if you have any questions or comments.

Thank you for your assistance.

Patrick Brawley  
University Architect & Assistant VP Campus Planning