

Frequently Asked Vendor Questions

1. **Where do I mail my invoices for goods delivered or services rendered to Frederick County Public Schools?**

All invoices should be mailed to the following address:

***Frederick County Public Schools
Attn: Accounts Payable, Finance Dept.
191 South East Street
Frederick, MD 21701***

2. **There is a change on the purchase order. Who should I contact?**

Contact the purchase order “requestor”. That person is noted in the upper right hand corner of the purchase order and their phone number is under the “ship to” address.

3. **There are invoices that are “past due”. Who should I contact?**

Contact the Accounts Payable Department at 301-644-5049.

4. **How many copies of each invoice are needed?**

*Frederick County Public Schools needs **two** copies of each invoice.*

5. **Can I send my invoice electronically via email?**

Yes. Invoices may be sent to:
Accounts.Payable@fcps.org

6. **Who should I contact for any other questions regarding my vendor account or invoices?**

*Contact the Accounts Payable Department at 301-644-5049.
You will be put in touch with your Accounts Specialist.*