

Submit invoices to:

AFSVA/SVTEA (Accounts Payable)
2261 Hughes Ave, Ste 156
JBSA Lackland, TX 78236-9854

OR

Email: ap.invoices@afsv.net or ap.ssc2@afsv.net

OR

Fax 210-395-7493

Also send Bernadette Hicks a copy of the invoice Bernadette.Hicks@us.af.mil

Must be in PDF format

Don't put banking information on invoice.

On the invoice the following information is required:

Contract number/Purchase Order Number

Address

Invoice number

Date

Amount

Type of service

Name of base

For BPA invoices

The contract and call number are required