

Submit invoices to:

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

OR

Email: [ap.invoices@afsv.net](mailto:ap.invoices@afsv.net) or [ap.ssc2@afsv.net](mailto:ap.ssc2@afsv.net)

OR

Fax 210-395-7493

Also send Bernadette Hicks a copy of the invoice [Bernadette.Hicks@us.af.mil](mailto: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