

PO/Cost Code instructions for Leadership Development Centre, Public Service Commission – help us raise your invoice

Most agencies require information to be displayed on a supplier's invoice in these times of increasing financial controls. If you are undertaking either a programme or an assessment with the Leadership Development Centre (LDC) we will **require a PO or Cost Code for our invoice**, and confirmation of which agency is to be charged. This information is required in advance of our invoice being generated, and therefore, prior to the services we are providing you with. **It is important that you check in with your own finance team to ascertain what is needed when enrolling or requesting our services.**

Should your agency use cost codes, please establish what this code is and then send this information through to both your contact at LDC and to Lynn Evans at accounts@ldc.govt.nz.

What agency do you raise your PO to?

LDC has been part of the Public Service Commission, Te Kawa Mataaho since July 2017 (previously State Services Commission). Please ensure that all PO's are raised to:

Te Kawa Mataaho
Public Services Commission
c/- Leadership Development Centre
Attention CASS Finance
PO Box 3724
Wellington 6140

What to include on your PO

Please always include:

- The name of the person from your agency using the LDC service
- what LDC services are being sought including name of LDC Programme or type of Assessment
- If possible, the LDC cost code reference 27-416

Other useful information for us:

Please also provide an email address for us to send your invoice to if this is not included in any PO documentation.

How to send your PO

- Email your PO to financequeries@cass.govt.nz and to accounts@ldc.govt.nz

When we will raise your invoice

All LDC invoices are generated by CASS (Central Agencies Shared Services). Once we have all relevant information, an invoice will be requested for your services that we are providing. Invoices are generated monthly and sent out to accounts teams

If you have question or need help, email Lynn Evans at accounts@ldc.govt.nz