Curtin University

Curtin University
Help Us Process Your Invoices Faster

To ensure prompt payment of your invoices, please ensure the following requirements are met before submission:

1. Include a valid Curtin University Purchase Order (PO) number.
2. Address the invoice to the specific Curtin staff member who ordered the goods or services.
3. Include our full trading name Curtin University in the address section.
4. Include your Australian Business Number (ABN) if applicable and a unique invoice number.
5. Clearly state the total invoice amount, including the currency and GST (if applicable).
6. Submit each invoice as a separate PDF attachment. HTML links, word documents and handwritten invoices are not accepted. Email invoices directly to invoices@curtin.edu.au and copy (cc) the relevant Curtin contacts.
7. Ensure that ATO invoicing requirements are met, please refer to the ATO website for information on what must be included. Invoices that do not align with the requirements will be rejected.: https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/tax-invoices

Please note:

- Curtin University's payment terms are 30 days from the end of the month in which a valid invoice is received and accepted by the University.
- Please direct all queries or statements to a.payable@curtin.edu.au. All queries sent to invoices@curtin.edu.au will not be responded to as the inbox is unmonitored and is only used for receiving invoices in PDF format.