Instructions - Request for Invoice

This form is for the billing of services/supplies that Michigan Technological University provides. The amount billed must be over $50 in order for Financial Services to process. This form cannot be used to **bill enrolled students** or **University departments**.

1. Fill in the following data in the appropriate spaces:
   a. Name of the department that provided the service.
   b. Name of person requesting the invoice - the contact person in the department if there are questions.
   c. Phone number of the department/person.
   d. Date the service was provided.

2. Fill in the Vendor information.
   a. In the Sold To area: the Vendor name and mailing address.
   b. The name of the contact person at the Vendor.
   c. Vendor phone number.
   d. Vendor email

3. Check the box if you want the invoice "Mailed", "Emailed" or "Both". Also check "Mail Attachments" box, if there are attachments that are to be mailed with the invoice.

   Note: The description on the invoice is limited to 30 characters. If supporting documentation will provide clarifying information to the Vendor, such documentation should be sent as an attachment with the invoice.

4. Fill in the appropriate information regarding the product/service provided to the Vendor in the Units and Description area.

5. In the distribution area, indicate the index(es) and account code(s) and the amount to be credited to each index/account code, if more than one index/account code are needed. If you know the Detail Code(s), include that information, also.

6. Enter the invoice total.

7. Print the Invoice Request form.

8. Have the Invoice Request form signed and dated by the appropriate person in the department for approval.

9. Send the form to FSO Accounts Receivable, Suite 200 Lakeshore Center or Email to mtuar@mtu.edu.