

## Instructions – Request for Invoice

This form is for the billing of vendors for services/products provided by Michigan Technological University. The amount billed must be over \$100.00 in order for Financial Services & Operations to process. This form cannot be used to bill enrolled students or University departments. A Request for Invoice form should be submitted within 2 weeks after the service has been provided.

1. Fill in the following data in the appropriate spaces:
  - a. Name of the University department that provided the service.
  - b. Name of the person requesting the invoice. This will be the person in the department who will be contacted by Accounts Receivable or the vendor if there are any questions on the services/products.
  - c. Phone number of the department/contact person.
  - d. Date the service was provided.
2. Fill in the Vendor Information.
  - a. Banner ID for the vendor (if known).
  - b. The vendor's name and mailing address.
  - c. The name of the contact person at the vendor.
  - d. Vendor phone number.
  - e. Vendor email address(es).
3. Indicate how you want the invoice to be sent to the vendor, either mailed, emailed or both.
4. The Add Attachments box should be checked if there are attachments that are to be mailed/emailed with the invoice. Note that the description on the invoice is limited to 30 characters in Banner. If supporting documentation provides clarifying information to the vendor, such documentation should be included as an attachment with the invoice.
5. Fill in the appropriate information regarding the service/product provided to the vendor in the Units and Description area. Note that the description is limited to 30 characters in Banner.
6. In the distribution area, indicate the index(es), account code(s), and the amount to be credited to each index/account code.
7. Enter the total amount to be invoiced.
8. Have the Request for Invoice form signed and dated by the appropriate person in the department for approval.
9. Send the completed Request for Invoice form and along with any attachments to Accounts Receivable at [mtuar@mtu.edu](mailto:mtuar@mtu.edu) or 310 Lakeshore Center.