



Michigan Tech

Michigan Technological University

Financial Services and Operations

Third Floor Lakeshore Center

1400 Townsend Drive

Houghton, MI 49931-1295

906/487-2242 Fax 906/487-2521

Request for Invoice

Instructions

Dept. Providing Service _____

Requested by/Dept Contact Person _____

Phone # _____ Date _____

Vendor Information Vendor ID (if known) _____

Sold to

Vendor Contact Person _____

Vendor Phone Number _____ Vendor Email _____

Mail Paper Copy

Email

Both

Add Attachments

Units	Description

Distribution: Index _____ Account _____ \$ _____ Detail Code _____
 Index _____ Account _____ \$ _____ Detail Code _____
 Index _____ Account _____ \$ _____ Detail Code _____

Total Amount of Invoice _____

Approval _____ Date _____