

*MARSHALL UNIVERSITY INVOICE / RECEIVING REPORT*

The Marshall University Invoice form and Receiving Report is to be used for charging other departments within the university for services rendered, materials supplied, etc. **(Other invoice forms will not be accepted without prior approval of the Accounting Office.)**

**VENDOR INFORMATION:**

The Vendor is the department/entity initiating the charge/invoice. The following information must be completed:

Invoice #	Assign an invoice number so that the payment of the charges can be tracked. (This is <u>required</u> . You may want to use an abbreviation of the department name, fiscal year, and sequential numbers such as "IT03-001".)
Vendor Name	Enter the name of the department initiating the charge.
Date	Enter the date the invoice was initiated.
Contact	Enter the name of the individual responsible for initiating the invoice.
Phone	Enter the telephone number of the contact.
Fund	Enter the Banner fund receiving the credit (revenue/reduction of expenditure).
Orgn	Enter the Banner organization receiving the credit (revenue/reduction of expenditure).
Account	Enter the Banner account code (either revenue or expenditure) to credit.
Description	Itemize the charges.
Qty	Note the quantity of each item.
Unit Price	Note the unit price for each item.
Total	This will be calculated by the form.
Customer	Enter the name of the department being charged/invoiced.
Contact	Enter the name and telephone number of the contact in the department being charged .

Note: The Invoice (con't) tab on the spreadsheet is a continuation sheet for the invoice and receiver.

**NOTE: The invoice form is linked to the Receiving Report on a separate tab on the spreadsheet. The Receiving Report is automatically filled in as the invoice is completed. Print both sheets.**

**FORWARD BOTH THE INVOICE FORM AND THE RECEIVING FORM TO THE DEPARTMENT BEING CHARGED/INVOICED.**

**CUSTOMER INFORMATION:**

The Customer is the department/entity receiving the charge/invoice. The following information must be completed:

Contact	Enter the name and telephone number of the contact in this department (if not already supplied).
Enc#	Enter the encumbrance number to be referenced when paying the invoice.
Fund	Enter the Banner fund to be charged.
Orgn	Enter the Banner organization to be charged.
Account	Enter the Banner account code to be charged.
Amount	Enter the amount to be charged to the fund/org combination.
Goods Received Date	Enter the date the goods/services were received.

The invoice and receiving report must be signed and dated by the department receiving the goods/service, thereby approving the invoice for payment.

**FORWARD THE COMPLETED INVOICE AND RECEIVING REPORT TO ACCOUNTING.**