

# Service Agreement Invoicing Process

When invoicing against a Purchase Order (PO), the vendor is required to complete the [MURC Service Agreement Invoice](#) to ensure all relevant information is properly recorded and that the invoicing aligns with the terms of the service agreement. It is alright if the vendor attaches their own invoice, but they must use the MURC Invoice. **This document must be completed by the vendor.**

The **agreement number (RC-P# or P#)** must be included on all invoices. This number is on the final PO (fully executed service agreement), a copy of which the vendor should have on file. Including this number helps to streamline the processing and ensures accurate tracking of the contract.

<b>Complete the Vendor Section</b>	The vendor must fill out all necessary details in the "To be completed by vendor" section of the invoice. This includes the vendor's name, contact information, and other requested details.
<b>Assign an Invoice Number</b>	The vendor will assign a unique invoice number and include the date of the invoice.
<b>Step Check the Final Invoice Box</b>	If applicable, the vendor should check the box indicating whether this is the final invoice for the service agreement.
<b>Provide Service Details</b>	The invoice must include a brief description of the services provided. For vendors paid on an hourly basis, a detailed breakdown of the days worked, hours worked per day, and the rate of pay should be listed. This breakdown ensures transparency and clarity for both parties involved.
<b>Total Amount and Signature</b>	All invoices must include the total amount for the services rendered. The vendor must sign and date the invoice, certifying that the charges are true and accurate as per the agreement.
<b>PI Review and Approval</b>	The Principal Investigator (PI) will review the charges and ensure they align with the services described in the service agreement. Once the PI is satisfied, they will sign the invoice on the designated line at the bottom of the form.
<b>Submit for Processing</b>	The signed invoice, along with any required supporting documentation, should be sent to <a href="#">Kristen Webb, Contract and Subaward Compliance Officer</a> and copy <a href="#">Kristen Martin, Senior Finance Officer</a> for review. Once reviewed and approved, it is submitted for payment.
<b>Ensure Payment Received</b>	PIs are responsible to ensure that the vendor has received the payment. You can use Banner Screen <a href="#">FGIENCD.</a>

