

Request for an External Invoice

Date: _____ Requested Date of Invoice: _____

Customer ID: _____

Customer Name: _____

Mailing Address: _____

To the Attention of: _____

Quantity	Description	Amount (\$)

Subtotal: _____

HST: _____

Total: _____

HST exempt?

Is this cost recovery?

Materials to accompany invoice enclosed?

Return to Department for Mail Out

Mail from Financial Services

Authorized By: _____

Print Name: _____

Faculty/Department: _____

Phone Number: _____

Departmental Account #:	Amount (\$)

Financial Services Use Only:
Research: _____
Student: _____
General: _____