

Here are some basic instructions:

1. The form may be filled out online, or it may be printed off the system and filled out by other means. Once it is completed, please hand deliver or mail the invoice to our offices- the Controller's Office in AD 207. Or you may save the filled out copy to your computer and email it to us at [AccountsPayable@suu.edu](mailto:AccountsPayable@suu.edu).
2. We ask that you please send a copy of the invoice to the department being billed.
3. We also ask that the invoice number be included and tracked by your office. Invoice numbers are crucial to track past transactions.

If you have any questions, concerns, or comments about this form, please contact us.



## Interdepartmental Invoice

Initiating Department: _____	Invoice #: _____
Subject: _____	Date: _____
_____	CC: _____
Bill to: _____	Pay to: _____
<small>Account Number</small>	<small>Account Number</small>
Contact: _____	Contact: _____
Department: _____	Department: _____

Description	Quantity	Unit Price	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>Total:</b>	_____

Notes: