



**REQUEST FOR INVOICE**

**INSTRUCTIONS:**

- 1) Complete Request For Invoice form to bill an *outside agency*.
- 2) Attach supporting documentation and 1 copy of any documentation that is to be sent with the invoice.
- 3) Send the form, supporting documentation and copies to **ATTN: INVOICING @ 109 Building**

**CUSTOMER INFORMATION (Bill To):**

PEID (if known)

Customer Name

Address 1

Address 2

City

State

Zip

**INVOICE INFORMATION:**

Reference # (if applicable)

Description	Revenue Code	Amount
Total Invoice Amount		

**SPECIAL INSTRUCTIONS:**

Invoice Requested By

Location/Department

Date