E-Mail Form

UNIVERSITY OF CALGARY

Invoice Request Form

V1.41

Accounts Receivable
2500 University Drive NW
Calgary, AB
T2N 1N4
finance@ucalgary.ca

The Process

Step 1: Requestor completes and submits this form to UService- finance@ucalgary.ca along with supporting documentation (see guidelines on page 2 for further detail).
Step 2: Accounts Receivable creates the invoice.
Step 3: Accounts Receivable sends the original invoice to the customer and a courtesy copy to the requestor.
Step 4: Accounts Receivable processes payment or follows up with customer/sponsor and requestor re: late or partial payments.

Clear all form data

SECTION 1 **Requestor Info**

* Date of Request:	* Requested By:	* Phone Number:
* E-mail Address:		

SECTION 2 **For Fund 10/15 Requests Only**

* Department Name:	* Faculty:
* Budget Owner/PI (or FSM Designate) Name:	Budget Owner (or FSM Designate) Signature - Only required for Fund 10, 15 requests:

Section 3 **For Fund 11, 12, 18, 19, 60, 70**

*Project Investigator (PI) Name:	*Project Name:
*PI Signature:	*Other Signature:

SECTION 4 **Customer Info**

* Customer/Sponsor Name:	Customer's Purchase Order Number (if known):	
PeopleSoft Customer Number (if known):	PeopleSoft Location Number (if known):	
* Address:		
* Contact Name:	Phone Number:	*E-mail:

SECTION 5 **Accounting Information**

Purpose of Invoice (note: your customer will see this description)	Fund	Dept ID	Revenue Account	Internal	Project	Activity	* Subject to Overhead? Y/N	Overhead Percentage	Amount
							No		
							No		
							No		
							No		
							No		

Clear Section 5 Data

Currency	Subtotal	GST Amount	Invoice Total
CAD	$ 0.00		$ 0.00

SECTION 6 **Expense Recovery**

For Expense Recovery/Reimbursement, Provide the PeopleSoft Expense Claim ID #:

Note: Only expense claims that have been approved and posted in PeopleSoft are eligible.

SECTION 7 **Special Notes or Instructions**

Guidelines for Completing this Form:

IMPORTANT - All invoice requests must have supporting documentation that supports the revenue items being billed. Supporting documentation examples are:
* Work Order * Purchase Order * Customer communication * Contract

The following is a guideline for completing each section of the Invoice Request Form. If you need additional information or assistance, please contact the U Service Office or finance@ucalgary.ca

All fields marked with an asterix * are required. Incomplete requests will be returned to the requestor for completion.

SECTION 1	Requestor Info

* **Date of Request**: This is the date you submit your request to the U Service Office (finance@ucalgary.ca).
* **Requested by:** The name of the person submitting the request (the Requestor).
* **Phone Number:** The Requestor's phone number.
* **E-mail Address:** The Requestor's e-mail address.

SECTION 2	Budget Owner - complete for fund 10 and 15 requests only

* **Department - Name of the department requesting invoice**
* **Faculty: S**elect faculty from drop down list.
* **Budget Owner/PI Name:** Name of the Budget Owner or Project Investigator.
* **Budget Owner Signature** - This is for budget owner approval only.

SECTION 3	PI information

* **Project Investigator (PI) Name** - enter the PI's name.
* **Project Name** - enter the name of the project (project title in EFIN).
* PI Signature - PI must sign to approve the request

SECTION 4	Customer Info

* **Customer /Sponsor Name:** Must be a company or organization; cannot be an individual.

PeopleSoft Customer Number: PeopleSoft customer number.

PeopleSoft Location Number: Specific address in PeopleSoft customer account.

* **Address:** (Required unless customer number and location provided). Address of customer's Accounts Payable department.
* **Contact Name:** Contact person at customer/sponsor organization.

Phone Number: phone number for the listed contact.

* **E-Mail Address:** e-mail address for the listed contact.

Customer's Purchase Order Number: Enter the customer PO# provided by the customer.

SECTION 5	Amount and Purpose of the Invoice

At least one line item REQUIRED. If more than 5 lines are needed, provide a second page listing additional information.

* **Purpose of the invoice:** Describe the line item in a way that will make sense to your customer.
* **Fund** - the fund code for the revenue.
* **Dept** - Department ID .
* **Account** - If unknown leave blank.
* **Internal** - if required by department.
* **Project:** Project Number.
* **Activity Code:** If activity is different than 00000, enter the code. If field is left blank, 00000 will be used.
* **Amount:** The total amount for the line item.

***Subject to Overhead:** Select from drop down list.

Yes - Inclusive: Amount is inclusive of overhead; overhead is included in the amount.
Yes - Exclusive: Amount is exclusive of overhead; overhead will be added to the amount.
No: Overhead is not applicable.

Overhead Percentage: The percentage of overhead for the line item.

Subtotal - enter the total amount before taxes

GST Amount - enter the total GST amount for the invoice.

Invoice Total - the subtotal + GST amount.

* **Currency:** Enter the Currency as CAD or USD.

SECTION 6	Expense Recovery

Record the PeopleSoft expense ID # and provide the backup support detailing the expense.

SECTION 7	Special Notes or Instructions

If additional information needs to be included on the invoice, or if you have specific instructions for the biller, include them here.