

## **Instructions - AR Billing Request form**

### **Department Routing Information:**

- a. Person requesting invoice
- b. Extension of person requesting invoice
- c. Date of request (not date of service)
- d. Description of billing/services (what end user will see) and date of service when applicable

### **Revenue Information:**

- e. **Name of Department** receiving funds, and business unit
- f. Revenue chartfield (where funds will be deposited)

### **Customer Information: (when billing external customers only)**

- g. Name & address of customer is required
- h. Date of Service: when event or services occurred
- i. Email address: email that invoice will be sent to

### **Expense Information: (when billing campus entities only)**

- j. **Name of Department being charged**, and business unit
- k. Expense chartfield (where charge will post)

### **Approval Information: (when billing campus entities only)**

Once authorized signer approves the charge, the form will automatically route to Accounts Receivable