Operations Invoice Request Form

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

The Process

Step 1: Requestor completes and submits this form to the Integrated Service Centre - arhelp@ucalgary.ca
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.

SECTION 1 Requestor Info

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

SECTION 2 Budget Owner Authorization

Department Name:	Faculty: Select Faculty
Budget Owner (or FSM Designate) Name:	Budget Owner (or FSM Designate) Signature:

SECTION 3 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 4 Accounting Information

Purpose of Invoice (note: your customer will see this description)	**Fund**	**Dept ID**	**Account**	Internal	Project	Activity	**Amount** (not including GST)

SECTION 5 Additional Information

GST Treatment: GST is Applicable

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

Accounts Receivable Office Use Only

Date Request Received:	Request Completed By:	Date Request Approved:	Request Appoved By: