

Generic Invoices

Reimbursements should be processed in the same fiscal year that the expense occurs.

An invoice needs to be filled out accordingly and must have an original signature (not a copy). Receipts need to be attached showing the vendor, item purchased, and the dollar amount.

The Invoice Form is located in electronic format in Informed Filler as well as a hard copy located in the University Forms section of this manual. Use a photocopy of this master for submitting invoices or utilize Informed Filler.