

An invoice is a document issued by a seller and sent to a buyer as notification that payment is due.

Elements Needed for Proper Invoice

INVOICE

LOGO

<Vendor Name>

REMIT TO ADDRESS:
 <123 Street Address, City, State, Zip/Post>
 <Website, Email Address>
 <Phone Number>

BILL TO
SMU
 <Department Information/Name>
 <Address>
 <Phone, Email>

SHIP TO
 <Name / Dept>
 <Client Company Name>
 <Address>
 <Phone>

Who to pay?
The name the vendor wants listed on the payment.

Where to send the payment. Even if vendor is paid electronically, the address should be provided on the invoice.

Invoice No: #INV00001
 Invoice Date: 11/11/11
 Due Date: 12/12/12

NOTE: SMU Departments should NEVER create invoices on behalf of their vendors.

DESCRIPTION	QTY	UNIT PRICE	TOTAL
GOODS			0.00
SERVICES			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		SUBTOTAL	0.00
		DISCOUNT	0.00
		SUBTOTAL LESS DISCOUNT	0.00
		TAX RATE	0.00%
		TOTAL TAX	0.00
		SHIPPING/HANDLING	0.00
		Balance Due \$	-

Terms & Instructions
 <Add payment instructions here, e.g: bank, paypal...>
 <Add terms here, e.g: warranty, returns policy...>

IF ANY OF THE BASIC ELEMENTS OF AN INVOICE ARE MISSING COMPLETE A PAYMENT REQUEST FORM.

Bill to must always be SMU - if a 3rd party is listed SMU will not pay. Ask vendor to correct invoice.

All invoices should have an invoice number and invoice date.

When is payment due? SMU assumes net 30-days from invoice date. Net terms can also be indicated in terms section below.

NOTE: PAYMENT DUE DATE SHOULD BE AFTER GOODS ARE RECEIVED OR AFTER SERVICES ARE RENDERED.

IF VENDOR REQUIRES PAYMENT IN ADVANCE A CONTRACT SIGNED BY PROPER SMU SIGNATORY OR AN

What we are paying for - provide details if vague.

If vendor is an INDIVIDUAL providing services obtain an ICD (independent contractor determination) in advance from SMU Tax office. Turn in the confirmation email from tax department with the invoice when submitting for payment. Dates of service should match ICD dates.

The Business Purpose should be clearly stated if it's not obvious from the detail. Why are we buying these items and/or paying for this service? What program/area or who benefits? Purpose should indicate reason for expense.

Amount due to vendor. SMU does not pay sales tax on purchases in Texas.

If total is \$5,000 or larger provide the Purchase Order # and/or full Contract signed by an authorized SMU signatory.

If the amount is wrong ask vendor to correct. SMU will not short pay.

No pages of invoice can be missing.