

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Invoice Vouchers
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All units on the Central Accounting system are eligible to bill customers via the General Accounts Receivable System (unless specifically authorized by the Controller and Director of Financial Operations to establish and maintain their own receivable system). General Accounts Receivable handles billings for sales of all types of goods and services except those used on Federally sponsored projects. By utilizing this system, the unit has a university record of monies due them. Otherwise, there is no recourse for collections of monies due.

A department should prepare a [Sales Invoice](#) if a company or individual is to be billed for the use of campus services and facilities or for the purchase of University journals, publications, or other materials. Sales must be greater than \$100.00 (domestic and foreign) to be processed by General Accounts Receivable. Any sales invoices less than the amounts indicated will be returned to the originating unit.

A \$20.00 processing fee is charged to the unit per sales invoice.

For processing:

1. Keep a copy of the invoice for your records.
2. If you do not have use for the "Packing-Slip" copy, please remove and destroy.
3. Any attachments to be sent with the invoice should be paper-clipped to the back of the form.
4. When the invoice is complete, send it to the Financial & Budget Services Office for processing.

Further information regarding sales invoices is available at [SPG 501.5](#).

Instructions for completing the forms, data entry and the form itself are available on line in Excel format at:

- [Sales Invoice, Form 5078](#)

Please note: You must use NCR paper to print out the form.

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Questions regarding the use of these forms may be directed to Noel Hornbacher at 593-5410.

SAMPLES & INSTRUCTIONS FOR THE OLD PAPER STYLE INVOICE & MEMO

The following guidelines should be followed when preparing the sales invoice:

(The numbers correspond to sample)

1. Current date.
2. Originating department name.
3. Originating department telephone extension number.
4. Department Reference Number. This number will appear on the Statement of Account and the Statement of Receivables. Use this number to identify Invoices on those statements. The number may be up to eight characters long.
5. Indicate how shipped: first class, book rate, air mail, etc.
6. "Ship to" and "To" address:
 - a. Indicates that Mr. Smith is responsible for payment.
 - b. Indicates the sale was to Exxon Corporation, with the materials being purchased for Mr. Smith.
 - c. Indicates shipment being mailed to Mr. Smith in Chicago, with Exxon being billed in Iowa.
7. Customer Order No.
 - a. If you have received an official purchase order, indicate its number. On government orders be very careful to indicate the P.O. No.; not the request or requisition number, unless the instructions also indicate its use. On Military orders be sure you bill to the address that the order indicates, usually noted in block 13. Any other address will cause useless correspondence and additional work and re-billing resulting in extreme delay in payment.
 - b. If your order is a letter, indicate here "ltr" writer's last name and date.
8. Actual date of shipment if applicable.
9. Quantity and description of charges.
10. Leave blank if only one item being billed with no discount. Use "amount" only when listing multiple items for price per item.
11. Indicate total of entire invoice.
12. Your account number(s) to be credited with this sale.
13. Account name(s)
14. Total value of this invoice (by account, if applicable).

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15. Unless otherwise indicated, the account to be charged for the "invoice handling fee" will be the same as No. 12 above. If multiple accounts are to be credited, type in the proper account number to be charged for the handling fee (\$5.00).
16. Number of page if applicable