



# INVOICE

INVOICE #  
DATE:

Remit payment to:  
The Ohio State University

Phone  
Fax

ATTN:

TO

\_\_\_\_\_  
(Fiscal Officer Signature - Optional)

**Make all checks payable to The Ohio State University**

FISCAL CONTACT INFORMATION	REFERENCE NUMBER	TAX ID NUMBER	PAYMENT TERMS	DUE DATE
		31-6025986		

DESCRIPTION	LINE TOTAL
	\$
	\$
	\$

AMOUNT DUE      \$

**THANK YOU FOR YOUR BUSINESS!**

For Internal OSU Use Only:	
Chartfield:	
ORG	PROJECT
FUND	PROGRAM
ACCOUNT	USER-DEFINED



## Guidance Document - Invoice

**Remit payment to:** List “The Ohio State University” on the top line to ensure that checks are correctly made payable to the University. The Attn: line lists the individual to whom payment should be directed.

**Invoice number:** Each invoice is to be associated with a distinct invoice number for identification and tracking purposes. The invoice number consists of the four digit fiscal year (e.g., 2010) followed by a two to three letter abbreviation of the invoicing unit (e.g., “TL” for the School of Teaching and Learning) and a three digit numbering sequence (beginning with 001). The first invoice issued by the School of Teaching and Learning in FY10, for example, is identified as 2010TL001.

**Fiscal contact:** The fiscal contact is the individual at the university who is best able to answer questions related to the payment of the invoice; the designated individual is typically the unit’s fiscal officer.

**Payment terms:** Payment terms state the timeframe within which payment must be remitted. Examples of payment terms are “net immediate,” “net 10,” “net 15,” “net 30,” with each number representing days until which payment is due. An invoice with payment terms “net immediate” must be paid in full upon receipt of the invoice.