

Please complete all fields below and attach any supporting documentation to be sent with the invoice.
 Invoices not paid within 90 days will be reversed from your revenue account.
 Completed forms be sent to the UNBC Finance Department or Finance@unbc.ca.
 Please note that Finance processing time is 2-3 weeks.

UNBC Department Information

Date (mm/dd/yyyy): _____ / _____ / _____

Contact Name: _____

Department: _____ Local: _____

Would you like a copy of the invoice emailed to you? Y N

Organization/Customer Information

Company Name: _____

Contact Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Description of Charges to be Billed

(Please note this description will be used on the invoice emailed to the customer)

Date of charges/event/reference date: _____ / _____ / _____
 (mm/dd/yyyy)

Reference line Information (Event Name,ETC): _____

Information to quote on Invoice

	Amount	Tax Purposes	
		Service	Product
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
Are taxes included in the price? If no, please click the applicable taxes:		Yes GST	No PST
			NONE
	TOTAL \$	_____	

UNBC Authorization

Revenue Coding: FUND ORGN ACCT PROG

Signature: _____

Signing Authority Name: _____