UNIVERSITY OF WISCONSIN-MILWAUKEE
STANDARD INVOICE ENTRY REQUEST FORM INSTRUCTIONS

1. Enter the Date and Department name (do not enter personal names or staff in this box).
2. Enter the "Sold To" information. Include complete address information to ensure the invoice goes to the correct destination. Enter the name of the company that you are billing, their street address, City/State/Zip, and a person/department you wish to call attention to (if applicable).
3. Enter Fund, Department, Program, Account, Project/Grant (if relevant), a brief description, and the amount you wish to charge. The number of spaces are arranged to fit the needs of the particular string of numbers that coincide with that field.
4. Enter your name and phone number. This enables the customer to call the correct person if they would have questions about their invoice.
5. Email the request to qb-invoices@uwm.edu.
6. The Accounts Receivable Office enters the Standard Invoice Request Form information in the automated accounting system to create an invoice.
    - Three copies of the invoice are printed.
    - Two copies are sent to the company/person that received the goods and/or services. One copy is for their records and one copy should be returned with payment.
    - One copy is sent to the department that issued the invoice.
7. When the invoice is paid, Accounts Receivable will send the issuing department a copy of the invoice with the receipt attached. The department must retain paid standard invoices for three years plus the current fiscal year.