Office of the Comptroller

REVISED 10/26/90

INVOICE STATEMENTS

Invoices are sent to persons or companies, other than our University departments, who owe Louisiana Tech for services performed. The invoice statements are available in the Comptroller's Office.

- (1) INVOICE NUMBER Department code and consecutive number.
- (2) DATE Current date.
- (3) CUSTOMER ORDER NUMBER Provided by customer if required by their organization.
- (4) NAME AND ADDRESS Complete mailing information.
- (5) **DESCRIPTION** Detail of services performed.
- (6) AMOUNT Charge for each service.
- (7) PAY THIS AMOUNT Total amount owed the University.
- (8) ACCOUNT NUMBER Department number amount will be receipted to.
- (9) APPROVED-HEAD OF DEPARTMENT Department Head must sign all invoices.
- (10) APPROVED Dean of College signature, if appropriate.
- (11) INSTRUCTIONS Prepare in four copies, retaining goldenrod and forwarding white, canary, and pink to Comptroller's Office after obtaining appropriate signatures.

INVOICE

LOUISIANA TECH UNIVERSITY

P. O. Box 7924 Tech Station Ruston, Louisiana 71272

Veterans Administration Counseling Psychologist 3764 Jones Street Suite 8

Attn: Scholarship Div.

New York, NY 02938

INVOICE NO.

0130-4524

PLEASE REFER TO ABOVE NUMBER ON REMITTANCE ADVICE OR RE-TURN THIS SECTION WITH PAYMENT.

October 10, CUSTOMER ORDER NO.

Make Check Payable to LOUISIANA TECH UNIVERSITY

Mail To

OFFICE OF THE COMPTROLLER P O ROY 7024 TECH STATION

| P. O. BOX 7924 TECH STATION RUSTON. LA 71272 | | |
|--|-------------------------|----------|
| DESC | RIPTION | AMOUNT |
| REGISTRATION FEES - FALL QUARTER 19 | 90 | |
| NAME CASE NUMBER | | 6 |
| Louis, James B 30-255-123 | (5) | 830 55 |
| Jones, Fred G 29-826-707 | | 1,078 67 |
| Robinson, George - 28-519-692 | | . 926 14 |
| Stanley, F. Hilton - 15-133-133 | | 648 63 |
| Taylor, William R 24-571-819 | | 656 68 |
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| | | |
| (11) | PAY THIS AMOUNT | 4,140 67 |
| UNIVERSITY DEPARTMENT INSTRUCTIONS: Use this form for invoicing other than University depart- | ACCOUNT NUMBER (CR) | |
| ments. Prepare in four copies and forward three copies | 93-0000-2224 (8) 2,563. | 15 |
| to the Comptroller retaining fourth copy for your department file. | 61-2070-7100 368. | 21 |
| APPROVED - HEAD OF DEPARTMENT 9 | 64-0000-0244 27. | 62 |
| APPROVED | 61-2070-7100 1,099. | |
| (10) | 64-0000-0246 82. | 44 |