

LOUISIANA TECH UNIVERSITY

NUMBER H-1

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

INVOICE NO.

0130-4524

LOUISIANA TECH UNIVERSITY

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

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

DATE

October 10, 1990

CUSTOMER ORDER NO.

Veterans Administration
Counseling Psychologist
3764 Jones Street Suite 8
New York, NY 02938

Attn: Scholarship Div.

Make Check Payable to

LOUISIANA TECH UNIVERSITY

Mail To OFFICE OF THE COMPTROLLER
P. O. BOX 7924 TECH STATION
RUSTON, LA 71272

DESCRIPTION		AMOUNT
REGISTRATION FEES - FALL QUARTER 1990		
NAME	CASE NUMBER	
Louis, James B. -	30-255-123	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
PAY THIS AMOUNT		4,140 67

UNIVERSITY DEPARTMENT INSTRUCTIONS:

11 Use this form for invoicing other than University departments. Prepare in four copies and forward three copies to the Comptroller retaining fourth copy for your department file.

ACCOUNT NUMBER (CR)

93-0000-2224 2,563.15
61-2070-7100 368.21
64-0000-0244 27.62
61-2070-7100 1,099.25
64-0000-0246 82.44

APPROVED - HEAD OF DEPARTMENT

APPROVED

COPY DISTRIBUTION:

WHITE - Customer:

CANARY AND PINK - Comptroller:

GOLDENROD - University Department.

5/85 SM