

Departmental Invoicing Procedures:

READ Carefully before processing Departmental invoice.

Steps to complete forms for Departmental Invoices.

1. Complete Extension of Credit Request Form (**System Policy 21.01.04**)
 - a. Submit to Comptroller office for Approval
 - b. Send a copy of the form to Finance & Budget – attention: Samantha Padilla

2. Complete Invoice Form
 - a. Establish Invoice number for each form. Numbering is unique to each department. Example: 2019-**FISC**0001 (Fiscal Year-Department code Numbering starting with 0001)
Populate the areas involving:
 - b. Address
 - c. Quantity, Description and Price
 - d. Contact information
 - e. Account number and sub code

3. Complete Accounts Receivable Form
 - a. Track each invoice created.
 - b. Monitor receivables and send Past Due notices.
 - c. End of Fiscal Year report all outstanding invoices to Financial Reporting, Attention: Samantha.Padilla@tamuk.edu.