## **WESTERN KENTUCKY UNIVERSITY** Instructions: Please fill out and print invoice, and submit to the **DEPARTMENT REQUEST AND INVOICE** Acct Dept in WAB Rm G01. Once the invoice is processed, you will receive a Banner generated copy that includes the **DATE INVOICED** invoice number. This is your verification the invoice has been processed. **VENDOR NUMBER** Should the University be unable to collect the amount billed, **COMPANY NAME** resulting in a write-off of the amount due, your department will be **ATTENTION TO** charged bad debt expense equal to the total amount written off. **ADDRESS** For questions, please contact Selena Zheng at 270-745-2394 or email selena.zheng@wku.edu. TERMS NET 30 DAYS **DETAIL CODE DESCRIPTION** QUANTITY **UNIT PRICE AMOUNT** I Ι **TOTAL AMOUNT DUE:**

## CERTIFICATION OF BILLING STATEMENT

I hereby certify that my department furnished the items/services listed above and that the prices charged are proper.

Signature

Name (Printed)

Address (Building & Room)

Phone Number

SUBMIT TO: Selena Zheng Potter Hall 431

Email:selena.zheng@wku.edu