

INSTRUCTIONS FOR THE AUTHORIZATION TO INVOICE FORM

September 2011

The Authorization to Invoice Form is used to request Accounts Receivable to issue an invoice for goods and/or services supplied by Brock University. Information for the billing should be noted, including the HST amounts. All backup information needs to be attached to this form. If you require information to be included with the invoice to the customer, please attach a copy to the authorization and note that it is to be included with the invoice.

From	Input the name of the person requesting the invoice to be processed
Name of Payer	This is the name of person/company/organization who is to be charged
Address	Please input all information that would be required to mail the invoice to the payer, including postal code.
Phone & Fax Number	This information is necessary for follow up on any outstanding balances.
Attention	Please input the contact name of the person or department that should receive the invoice. This information also helps when following up on outstanding invoices.
Description of Costs to be Covered	Please enter enough detail that the person receiving the invoice will know what it is for.
Due Date	If you have made prior agreements for when payment is due, please enter the date here. Otherwise, payment is due in 30 days.
Account #	This is the account number to which revenue is to be credited. If there is more than one account number, please allocate the amount between the accounts in the correct proportion.
Net Amount	This is the amount due before taxes. If you are unsure whether the goods and/or services are invoicing are taxable, please call Accounts Receivable, extension 4260, for assistance.
HST	HST is currently 13% of the net amount.
Invoice Amount	This is the total of the net amount plus HST as applicable. This field will automatically calculate.
Requested By	The requestor needs to print their name and sign the form to authorize the invoice to be issued.
Approved By	The Dean/Director/Department Head also needs to authorize the invoice.