Invoice Request (Submit to Fiscal Services for Invoicing)

Include Galaxy Posting Account in Red Box:

PO/Contract Number:	Request Date:	Work Completed:

Itemization:

Description:	Unit Price:	Qty:	Total:
	Subtotal:		
	Total:		

Bill To:

Company:	Address Line 1:

Name:	Address Line 2:

E-mail Address:	City:

Telephone Number:	State/Province:	Postal Code:

Fax Number:	Country/Region:

Requested By:

Name:	E-mail Address:

Department:	Telephone Number:

Notes:

Signature:

Signature   Date