

Invoice Request (Submit to Fiscal Services for Invoicing)

Include Galaxy Posting Account in Red Box:

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PO/Contract Number: **Request Date:** **Work Completed:**

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Itemization:

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

Bill To:

Company: **Address Line 1:**

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Name: **Address Line 2:**

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E-mail Address: **City:**

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Telephone Number: **State/Province:** **Postal Code:**

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Fax Number: **Country/Region:**

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Requested By:

Name: **E-mail Address:**

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Department: **Telephone Number:**

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Notes:

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Signature:

Signature _____ Date _____

*Submit Request to Accounts Receivable-Attention: Diana Ortiz and attach supporting documentation of contracts, grants, and agreements.