

New Bill Type: **Update Bill Type :** **Bill Type Number:**

The following information is displayed on the Invoice when printed.

Department Name:	<input type="text"/>
Name of Invoice Issuer:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>

The following information is required for our Database and sending monthly aging statements.

Mailing address:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

E-mail address:

The PeopleSoft Billing Module uses Revenue Distribution Codes to facilitate the input of the account code combinations. Supply the account code combinations needed.

Service Provided	Account	Fund	Org	Program	Budget Year	Project/Grant	Distribution Code Set Up

Comments:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Requester/Invoice Issuer -- Signature:
 Date:

Supervisor Approval – Name:
 Signature:
 Date: