



**SAN JOSÉ STATE
UNIVERSITY**

**GENERIC INVOICE
ACCOUNTS PAYABLE**

Finance – One Washington Square – San José, CA 95192-0008

408-924-1558 – 408-924-1698 (fax)

This form is used in conjunction with Direct Pay and Reimbursement requests to provide additional information for supporting documents (i.e. receipts, invoices, request for payment of stipends, lecturers and honorariums). Please complete and submit this form and supporting documents with your request in Financial Transaction Services (FTS).

Note: The Generic Invoice is **not** required when supporting documents alone provide adequate information to process the request.

Invoice Information

Invoice/Reference Number <i>(if no number use first 4 letters of last name and date of service):</i> _____ If this invoice is for services, indicate where service was performed. <input type="checkbox"/> California <input type="checkbox"/> Other Date of Service: _____ Purpose: _____

Pay To: Name: _____ Home Address: _____ City: _____ State: _____ Zip: _____ Are you a US citizen or permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Campus Contact: Department: _____ Name: _____ Email: _____ Phone: _____
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Item Description

Quantity:	Unit:	Description:	Unit Price:	Extension:
Quantity:	Unit:	Description:	Unit Price:	Extension:
Quantity:	Unit:	Description:	Unit Price:	Extension:
			Sub-Total:	
			Tax:	
			Freight:	
			Other Charges:	
			Total:	

Authorization

<i>I hereby certify that the services/goods above were obtained specifically for San José State University business.</i>	
Requestor Signature: _____	Date: _____