



**SAN JOSÉ STATE
UNIVERSITY**

**GENERIC INVOICE
PROCUREMENT & SUPPORT SERVICES**

Accounts Payable – One Washington Square – San José, CA 95192-0041

408-924-1681 – 408-924-1698 (fax)

This form is generally used for personal reimbursements and to pay stipends, lecturers, and honorariums. Faculty and staff requesting a personal reimbursement must provide their home (not work) address. Please complete form, print and sign. Attach any receipts or documentation and forward to Accounts Payable.

Invoice Information

Invoice/Reference Number (if no number use first 4 letters of last name and date of service): _____

If this invoice is for services, indicate where service was performed. ☐ California ☐ Other

Date of Service: _____

Purpose: _____

Pay To:

Name: _____

Home Address: _____

City: _____

State: _____ Zip: _____

Are you a US citizen or permanent resident?

☐ Yes ☐ No

Campus Contact:

Department: _____

Name: _____

Email: _____

Phone: _____

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 hereby certify that the services/goods above were obtained specifically for San José State University business.

Requestor Signature: _____ Date: _____

Approving Official¹ _____

Name: _____ Title: _____

Approving Official Signature: _____ Date: _____

Vice President Approval²: _____ Date: _____

¹ Approving Official must be an MPP.

² Vice President approval is only required when expense relates to wireless equipment/accessories.