

# Invoices From Companies

Accounting Services for Research and Sponsored Programs (ASRSP) needs a signature from the Principal Investigator (PI) acknowledging approval when a company provides consulting services on sponsored programs. This certifies charges from the company are correct and the PI agrees with the charges. Once ASRSP has a signed and dated invoice, the final steps will be completed to pay the invoice.

# Sample Invoice with Principal Investigator Signature Approval

INVOICE			
<b>Company A</b> 555 Mulberry Lane Evanston, IL 60208 Phone 847-555-1212 Fax 847-555-1200 joecontractor@hotmail.com			INVOICE # 548 DATE:
<b>TO</b> NURULES Center Northwestern University 2145 Sheridan Road, M-111 Evanston, IL 60208 847-467-5555			
DATE OF SERVICE	JOB	PAYMENT TERMS	DUE DATE
	NURULES548	30 days	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
9 hours	Editing, formatting & creating winter quarter newsletter for NURULES center	\$50/hour	\$450.00
1 hour	E-mail and USPS distribution of winter quarter newsletter for NURULES center	\$50/hour	\$50.00
<b>Ok to pay</b> <b>610-1234567-60012345</b> <i>Principal Investigator</i>			
SUBTOTAL			\$500.00
SALES TAX			\$0.00
TOTAL			\$500.00

Before a department submits an invoice from a company to ASRSP it must include:

- A note that the invoice can be paid
- Chart string for the correct grant to charge the amount
- Principal Investigator should sign and date after the service is completed