

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Bursar

**Section** Invoices – Bobby Bearcat

### I. Purpose

Bobby Bearcat invoices are used to create official invoices on an occasional basis. This document will establish the procedure for use of this type of invoice.

### II. Policy

The Bobby Bearcat Invoice is provided by and available from the Cashiering Department in the Administration Building.

**Instructions** – Each number listed refers to the circled number on the reduced size sample form that follows these instructions.

1. Name – name of entity that owes the money
2. Address – street address or post office box, city, state, and zip code
3. Recipient University ID number – nine digit non-student account number assigned by the Cashiering Office.
4. Date – date of invoice
5. Dept. FOP (Fund Org, Program) that should receive the monetary deposit
6. Department- name of department initiating the invoice
7. Contact Person – name of the individual that the recipient may call should they have questions about the bill
8. Ext. – Northwest telephone number for the contact person
9. Date – date of purchase, or date the service was provided to the recipient
10. Description – brief description of items or service
11. Amount – invoice amount. NOTE: List multiple items on separate lines.
12. Total Amount Due – total amount of the invoice.

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Pre-printed business size envelopes are available from the Cashiering Office for use with the Bobby Bearcat invoices. They are yellow and may be used by the customer for their convenience in remitting payment. They are addressed to the Cashiering Office.



INVOICE  
**NORTHWEST**   
 MISSOURI STATE UNIVERSITY

**№** 43800

Cashiering Department  
 800 University Drive  
 Maryville, Mo. 64468

Return this portion with remittance. Amount enclosed \$ \_\_\_\_\_

**Name:** (1)

**Address:** (2)

**Recipient Account number:** (3)

**DATE** (4)

**DEPT. ACCOUNT NUMBER** (5)

**DEPARTMENT** (6)

**CONTACT PERSON** (7)

**EXT.** (8)

DATE	DESCRIPTION	AMOUNT
(9)	(10)	(11)
	<b>TOTAL AMOUNT DUE</b>	(12)

MAKE CHECKS PAYABLE TO NORTHWEST.  
 RETURN UPPER PORTION WITH PAYMENT.

white-department send to recipient