

# Higher Education Development Office

Institutional Advancement Division

## INVOICE

Date: \_\_\_\_\_

No: # \_\_\_\_\_

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### From:

University Administration Building  
123 Academic Way, Suite 400  
Contact: accounts@university.edu

### Bill To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description / Project Code	Qty/Hrs	Rate	Total

Subtotal: \$ \_\_\_\_\_

Tax/Fees: \$ \_\_\_\_\_

**Grand Total: \$ \_\_\_\_\_**

### Payment Instructions:

Please make checks payable to "Higher Education Development Fund".  
For wire transfers, include the Invoice Number in the reference field.

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This document serves as an official request for project funding/service payment.  
Thank you for your continued support of higher education development.