

[UNIVERSITY NAME]
ENDOWMENT FUND OFFICE
INVOICE

DONOR / BILLING ADDRESS
INVOICE DETAILS

Invoice #:
Date:
Fiscal Year:
Pledge ID:

Designation / Fund Name	Account Code	Contribution Amount

Subtotal: \$ _____
Administrative Fee (%): \$ _____
TOTAL DUE: \$ _____

PAYMENT INSTRUCTIONS

Please make checks payable to **[University Name] Endowment Fund**. Include the Invoice Number on the memo line. For wire transfer instructions, please contact the Treasury Office at (000) 000-0000.