A/R Invoice Instructions:

**Top Section:**
- **To:** Fill with the name and address of the entity being billed as if it was being sent in USPS mail.
- **URI Invoice Number:** Please leave blank. Invoice number will be generated by A/R
- **Date Prepared:** Use today's date
- **Vendor Ref: No:** If you are billing on a customer's P.O., please add it here. Otherwise leave blank.
- **URI Department:** Please fill in your department name
- **Dept. Telephone:** Please enter your full URI telephone number: eg (401) 874-1234

**Body Section:**
- **Date:** The date or dates of service(s) provided
- **URI Account & Chartfield String:** Enter full account and chartfield. e.g. 4504-100-4002-0000
- **Description:** Description of service(s) provided to customer
- **Quantity:** If just a flat fee, please enter 1. If charging for items, please put quantity of items on each line.
- **Unit Price** Amount in total or amount per quantity
- **Amount**: Calculation, do not change. Total amount due for each line (Quantity times price).

**Bottom Section:**
- **Please Pay this Amount:** Calculation, do not change. Please be sure this is the amount that you'd like to be paid in full.

**Processing:**
Please email invoices along with backup documentation (if necessary) to:
- Dave Gentile
- email: accounts_receivable@etal.uri.edu
- phone: 874-5293