

### **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](mailto:accounts_receivable@etal.uri.edu)  
phone: 874-5293