



ADDY TIPS



Generating an Invoice

This Addy Tip explains the best practices for departments to generate an invoice.

Each department is responsible for providing an invoice to the company to which goods or services have been sold. The invoice should contain the following:

1. Invoice Number (containing the first 4 digits of the department/project number)
2. Invoice Date
3. Name and Address of the customer
4. Payment remittance address:
University of Central Florida
Finance and Accounting
C/O (insert name of the department providing goods or services here)
12424 Research Parkway, Suite 300
Orlando, FL 32826
5. Description, amounts and costs of items or services being provided to the vendor.

An example invoice is shown on the next page. Invoice templates are available within various software applications, such as MS Word or MS Excel.

