

Fitchburg State University

Department billing/invoice process:

Originating department creates an invoice and sends a copy of this invoice before it is submitted for payment to the Financial Services email account – finsvc-office@fitchburgstate.edu.

Information to be included in the invoice:

1. Invoice should be written on a Fitchburg State University letterhead.
2. Include an invoice # - e.g. Dept/Project Org # + Current date (2-month 2-day 2-year) + letter of the alphabet for multiple invoices occurring on the same day e.g. (1001-082124A)
3. Invoice date
4. Due date of payment – include - payment due on receipt of invoice - unless other arrangement has been made.
5. Detailed information on amount to be reimbursed
6. Total amount to be reimbursed
7. Signature of department head or project lead, telephone # of contact person.
8. Payment method – check or wire. FSU does not accept credit card for payment of invoices.
9. If payment will be wired – email wire request to finsvc-office@fitchburgstate.edu – and cc. Lisa Moulton or Gene Peterson.
10. Request that check payment be mailed to the Financial Services Department.
11. Once payment is received, the Financial Services Department will touch base with the Originating Department to process a Trust Fund Deposit or Dynamic Form.

Grant invoices thru Office of Research (ORSP) and Sponsored Program should be processed/approved by the ORSP.