



DISTRICT ACCOUNTS PAYABLE OFFICE
INVOICE FOR SERVICES RENDERED

For Location: Foothill College • De Anza College • District Office • Foundation •

PURCHASE ORDER NO: _____

INVOICE NO: _____

For Accounting Use Only
BANNER ID:
BANNER INV:

Required:

INDEX (6 digits)	FUND (6 digits)	ORG (6 digits)	ACCT (4 digits)	PROG (6 digits)	AMOUNT
TOTAL:					

PAY TO:

Name / Contractor _____

Street Address 1 _____

Street Address 2 _____

City _____ State _____ ZIP Code _____

Phone Number _____ Social Security or Tax ID Number _____

Are you a retiree under: STRS Yes • No •

 PERS Yes • No •

PAY: \$ _____

FOR SERVICES RENDERED (Description of Services): _____

DATE OF SERVICES RENDERED: _____

SIGNATURES:

Provider of Services: _____

First & Last Name (Please Print)	Date	Signature (Required)
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College Approval: _____

First & Last Name (Please Print)	Date	Signature (Required)
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District Approval: _____

First & Last Name (Please Print)	Date	Signature (Required)
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_____ Date approved by the Board of Trustees
(Required if the total cost exceeds \$14,999 for public projects or \$20,000 for other services).

INVOICE TO BE PROCESSED FOR PAYMENT AFTER COMPLETION OF SERVICES.
PROCESSING TIME REQUIRED FOR A PAYMENT IS APPROXIMATELY FOUR WEEKS.

Please refer to Delegations of Purchasing and Contracting Authority at: <http://purchasing.fhda.edu/policies>