K-State Student Union INVOICE REQUEST FORM

K-State Student Union department name:	
Date invoice request submitted:	Work order number:
Requesting Union employee name:	
Requesting Union Employee email:	Inter-department transfer?
Dept./Company/Customer name:	
Customer Phone Number:	Customer email:
Order/Reservation made by:	Date service incurred:
Billing address:	

Event Name:

Account Code	Detailed Description of Product or Service Provided	Quantity	Unit Cost	Total Cost
	Subtotal			
2320	Sales tax – Riley County, Kansas		0.0915	
			TOTAL	

*Supporting documentation to include contracts, reports, emails and invoices are required to be submitted with this request.

Signature of requesting Union employee:

Submit form and supporting documentation to:

K-State Student Union | Attention Business Services | Rm. 311 918 N. MLK JR. Drive, Manhattan, KS 66506 (785) 532-6575 | unionbusofc@k-state.edu