

UNIVERSITY-PREPARED VENDOR INVOICE

AS 116
R 10/98

**Louisiana State University
Baton Rouge, LA 70803**

Attach third party documentation

Requested by Troy H. Middleton Library
University Department

Contact Name _____ Phone _____ Fax _____ Date _____

Pay to Name	
Address	
City/State/Zip	

Ship to Name	Serials Services Department
Department	Troy H. Middleton Library
Rm No/Building	Room 30
	Louisiana State University Baton Rouge, LA 70803

Description	Quantity	UOM	Unit Price	Total Price
Total to be Paid to Vendor				

Vendor # or TIN	
Document #	
Encum Type	
Encumbrance #	
Sales Tax	
Frt	
Ut	
Addn'l Cost	
Document Total	

Account #	
Tran Type	X
Object	7360
Sub object	
Project	
Amount	
PYO	
Liq	

Justification for U-P Vendor Invoice	
	Govt does not prepare invoices
	Other reasons—state in detail

This form is not to be used to prepay for Merchandise or services. Use ONLY for the Following items totaling less than \$500.	
Books Conference registration fees for local conferences Directories Journals Postage meter replenishment Publications	Publication charges Reprints Seminar registration fees for local seminars Software Subscriptions Videos

I certify that the above goods have been received or services rendered, unless otherwise specified, and that this bill is properly payable.	
Date received	
Approved	
Approval date	