

INVOICES

PROCEDURES FOR BILLING THE UNIVERSITY

1. Invoices must be made out to **THE UNIVERSITY OF TENNESSEE** (example of addressing follows). * An invoice must be in ink or typewritten. If an invoice is altered in any way, it must be initialed by the vendor showing approval of each such alteration.

The University of Tennessee
_____ County Extension Office
P. O. Box 43
Crossville, TN 38557

2. The University will not pay gratuities (tips).
3. The University is Tax Exempt, consequently, invoices should **not** include taxes. The Exempt Certificate can be found at the following website (look under Financial; Tax Related):
<http://www.agriculture.utk.edu/facultyandstaff/forms/index.htm>
4. The invoice should be dated, with a current date, and list a description of the purchase.
5. Original invoices **MUST** be signed by the County Director and forwarded immediately to the Region Office. A copy of the invoice should be retained in the county office.

*Assumes appropriate authorization exists.

T-4

REIMBURSEMENT FORM

Form is available on the Eastern Region web site (look under Miscellaneous):

<http://uteasternregion.org/forms.htm>

Note the following when filling out a T-4:

1. If there are several items on a receipt, attach the receipt and type the following statement on the first line: SEE ATTACHED RECEIPT.
2. List all items when possible.
3. Only one vendor can be listed on a T-4. If multiple vendors were used, a T-4 must be completed for each one.
4. The Agent making the purchase DOES NOT sign the T-4.
5. If the sales clerk does not sign or initial the T-4, the receipt MUST be attached.
6. A T-44 must be filled out and sent with the T-4. This form is available on the Eastern Region Web site (see above).
7. Send the original T-4 and 1 copy to the Region Office. Retain one copy in the county office.

Following is an example of a T-4 and T-44.

_____, 20____

Received of: _____
THE UNIVERSITY OF TENNESSEE

(Itemize each purchase fully)	Dollars	Cents
Total		

Charge (Cost Ctr/WBS #) _____

VENDOR NAME

G/L Acct. _____

SIGNATURE (SALES CLERK)

Approved for Payment _____
DEPARTMENT HEAD

Must be signed by company representative

