



Newport-Mesa USD

Request for Invoice Form

All N-MUSD invoices must be created in IFAS/Bitech by Fiscal Services.

All External Customers **EXCEPT** for PTA's, PFO's, ASB's & Foundations, **MUST** submit a "REQUEST FOR INVOICE FORM" to Fiscal Services. PTA's, PFO's, ASB's, & Foundations are Internal Customers.

External Customers may submit copies of warehouse, duplication, and transportation charges to internal customers for reimbursement payments. Invoices are not necessary.

District Information:	Customer Information:
_____ Requested By	_____ Customer to Invoice
(_____) _____ District Phone Number Ext	_____ Street Address
_____ Site # Fiscal OK	_____ City State Zip
_____ Complete Pseudo Account	_____ Customer Contact Person
_____ Authorized Signature	(_____) _____ (_____) _____ Customer Phone Number Customer Fax Number
_____ Date	_____ Customer Email Address

Description/ Purpose for Invoice:

*** Itemized Invoice Detail and Backup Documentation are REQUIRED!**