



MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

CONTRACTED SERVICES SUBSTITUTE INVOICE**Instructions to Department:**

***eNPO – If paying via e-NPO you must attach this document to the e-NPO.

***PO – Email form to payables@txstate.edu in order for payment to be processed against the PO.

***If procurement is tied to a contract in Total Contract Manager (TCM) an e-NPO cannot be used for payment. You must issue a PO.

SECTION I				
Contract No.:			PO No.:	
SECTION II – VENDOR INFORMATION (Complete all information. Ensure the name and address match the SAP vendor record.)				
Vendor No.:		Vendor Name:		
Doing Business As (DBA), (if applicable):				
Address:				
City:		State:	Zip:	Country:
Phone No.:		Email Address:		
SECTION III			Invoice Received Date (IRD):	
SECTION IV - DESCRIPTION OF SERVICES				
SECTION V – WORK PERFORMANCE DATES				
Start Date:		End Date:		Final Invoice:
				YES NO
SECTION VI – INVOICE AMOUNT (USD)		\$ _____ Invoice Amount	\$ _____ Taxes Withheld/Gross-up (Foreign vendor, if applicable)	\$ _____ TOTAL PAYMENT
If a check is requested for payment of services on the day the service will be provided, pick up will be at the Student Business Service Office at JCK Room 188 by the university staff designated below. See FSS/PPS: 03.12 or UPPS 03.01.23				
Name:		Phone No.:		AP Approval:
SECTION VII – CONTRACTOR AGREEMENT				
I certify that all services documented by this invoice have been performed and that the above information is true and correct. I understand that this payment is reportable to the IRS. Texas State University is bound by Federal, State, and TSUS rules and regulations as well as the Prompt Payment Act of the State of Texas regarding this payment.				
CONTRACTOR SIGNATURE:				DATE:
SECTION VIII – DEPARTMENT CONTACT INFORMATION				
Name:		Phone No.:		Net ID:
SECTION IX – APPROVAL (Signature approvals are required unless processed via e-NPO. Approvals will be obtained through the workflow process for the e-NPO.)				
Account Manager Signature:			Date:	Net ID:

NOTE: When services are within the scope of the employee's job duties, payment will be made via PCR. See UPPS 03.04.01 sec 05.