



NON-STUDENT INVOICE REQUEST

**We cannot bill on any worktag starting with GTF. (i.e. GTF190000317) These funds must be processed through the Foundation.*

Purpose: This form is used to provide documentation for requesting a non-student invoice. Please attach supporting documentation for the charges. Invoices should be submitted by June 15th to be processed in the fiscal year. Please send this form to: NonStudentInvoicing@gatech.edu

Date(s) Requested:

Date Needed:

Person Requesting:

Requestor's Email:

Requestor's Telephone Number:

Company to be invoiced:

Company Street Address:

Company City, State, & Zip:

Company Contact:

Company Contact Telephone Number:

Company Contact Email:

Driver Worktag # to be credited:

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Ledger Account #:

Spend Category or Revenue Category #:
(All Fields Required)

Amount to be Invoiced: \$

Supporting Documentation Attached

Description of Services:

Data to be referenced on Invoice (ex. PO#):

Comments:

Questions/Concerns:

Please contact us at NonStudentInvoicing@gatech.edu or 404-894-1958