

**Appendix B: Sample Invoice**

**The University of Texas at San Antonio**

Invoice # \_\_\_\_\_

Date \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

From: Service Center #1  
UTSA  
Phone #  
Contact

Date(s) of Service: MM/DD/YYYY – MM/DD/YYYY

---

***Detail pertinent information based upon billing unit. For example:***

Date	Service	Usage	Rate/Hour	Cost
01/01/08	xxxxxxx	4 hours	\$50	\$200.00
Surcharge				83.00
Total				\$283.00

---

Payable upon receipt.

Please make check payable to The University of Texas at San Antonio and reference account # 19-xxxx-xx-95.  
Remit to:

The University of Texas at San Antonio  
Financial Services  
Attn: Gary Lott  
One UTSA Circle  
San Antonio, TX 78249