

## **SAMPLE**

## **INVOICE**

Federal Tax ID No. 15-0532081 Make check payable to: Syracuse University/CASE Center

BILL TO	DATE	INVOICE #
COMPANY NAME		
ADDRESS	DATE OF INVOICE	INVOICE #
EMAIL INVOICE TO		

P.O. NO.	TERMS	PROJECT
111111		See below

QUANTITY	DESCRIPTION	RATE	AMOUNT
	CASE Industry Co-Op Program Support - PAYMENT PERIOD		\$1111.11
		TOTAL	\$1111.11

## **See Attached Detail**

NOTE: Timesheets that are received after the payroll processing deadline will be paid during the next payroll period; and may result in multiple pay periods processed on the same pay date.

Any questions? Please call Mary Ellen Gilbert at 315-443-1061 or email magilber@syr.edu

