



Cal Poly Pomona Philanthropic Foundation Billing/Invoice Request Form

Requested By:

Ext:

Date:

Event/Reason for Invoice:

Payee/Send Invoice To:

Name:

Title:

Company:

Address:

City:

State:

Zip Code:

Phone Number:

Email Address:

Chart field String:

Invoice Details:

Project-Object Code	Total Amount

Authorized Signer:

Printed Name:

Comments:

ACCOUNTING OFFICE ONLY

Date Received:

Date Sent:

Void Date:

Initial: