



University Shared Services

REQUEST FOR ACCOUNTS RECEIVABLE PROCESSING

Please fill out all information below and email to : musharedservices@missouri.edu. For processing an invoice for item(s) sold to an entity other than the University of Missouri.

Dept Contact & Node:

Date:

Billing Specialist:

Invoice Date:

Customer Name:

Customer #:

Customer Address:

Item #1 Description:	Quantity:	Unit of Measure: (i.e., USD)	Unit Price:
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Charge Code:

Mocode:

PS Account:

Item #2 Description:	Quantity:	Unit of Measure: (i.e., USD)	Unit Price:
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Charge Code:

Mocode:

PS Account:

Standard note to appear on invoice:

Request details: