



# 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:  Customer #:

Dept Billing Specialist:  Invoice Type:

Customer Name:  Customer PO #:

Attn To:  City/State/Zip:

Street Address:  Contact Info:

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Item #1 Description: (limit 28)  Quantity:  Unit of Measure: (i.e., USD)  Unit Price:   
  
Mocode:  PS Account:

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Item #2 Description: (limit 28)  Quantity:  Unit of Measure: (i.e., USD)  Unit Price:   
  
Mocode:  PS Account:

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Item #3 Description: (limit 28)  Quantity:  Unit of Measure: (i.e., USD)  Unit Price:   
  
Mocode:  PS Account:

Standard note to appear on invoice: (limit 254)

Request details: