

Shasta County Office of Education

Invoice Request

1. Program – Enter program or department name
2. Program Contact – Enter the person whom Business Services staff may contact should we have questions regarding the invoice request.
3. PO Number – Enter purchase order number (if one was received)
4. Bill to – Enter the entity or individuals name and address of who Business Services is to invoice.

Please Note: The Invoice Request Form should be used to invoice *outside agencies*.
Use the Request for Transfer of Funds Form for transfers between SCOE programs

5. Description – Enter description(s)
 - a. Description should be 30 character minimum
 - b. Description should include who, what, when, where and why
6. Amount – Enter the amount(s)
7. Org Key – Enter ten digit org key to receive monies upon receipt of payment
8. Object Code – Enter four digit object code to receive the monies upon receipt of payment
9. Amount – Enter amount to each org key/object (if more than one)
10. Program Manager Signature – Obtain Program Manager approval signature
11. Obtain a copy and forward the original to Business Services for processing