**JMU Invoice**

* The JMU Invoice is an Excel spread sheet which can be accessed at [JMU Invoice](file:///N%3A%5CAF%5CFIN%5CFIN-FS-Common%5CInfoTechMgr%5Cubo%5Cdepartmental%5CInvoice.xls).
* Guidelines for University receivables are located in the JMU Financial Procedures Manual in [section 4115](http://www.jmu.edu/finprocedures/4000/4115.shtml) and University deposits are located in [section 4105](http://www.jmu.edu/finprocedures/4000/4105.shtml)
* The Department is responsible for
	1. preparing and submitting invoices, to include debtor information, i.e. name, social security number or vendor ID, amount owed and due date,
	2. reviewing, approving and monitoring transactions,
	3. providing written confirmation to the Business Office of monthly printout reconciliation and any corrections within 10 days of printout receipt.
* The Business Office is responsible for
	1. determining the departmental invoice numbering system,
	2. reviewing pending invoices,
	3. receipting all payments,
	4. providing monthly printouts to departments,
	5. instituting collection proceedings, if required.
* The Cash and Investment Office is responsible for
	1. reviewing requests for exceptions to standard due date (upon receipt),
	2. special arrangements.

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