



Invoice

Invoice no.: 342
Invoice date: Oct 24, 2024
Due: Nov 25, 2024

From

Duke University Housing & Residence Life

eastcampushrl@duke.edu
(919) 555-0183

Bill to

Duke University Financial Services Procurement

procurement@duke.edu
705 Broad Street, Box 104131

DESCRIPTION	RATE, USD	QTY	AMOUNT, USD
Community Event Supplies (Decorations, Plates, Napkins, Cups)	125.00	1.00	125.00
Food & Beverage (Pizza, Drinks)	12.00	40.00	480.00

Payment Instruction

Please process payment within 30 days from the invoice date. For internal budget allocation, use Budget Code: HRL-RA2024 and reference Invoice #342.

This invoice covers the expenses for the “Fall Community Welcome Event” held on October 24, 2024, in the East Campus Residence Hall common area. Organized by Resident Assistants, this event was designed to enhance community engagement and student wellbeing. All supplies and services were arranged in coordination with Duke University-approved vendors.

Subtotal:	\$605.00
Tax in items:	\$0.00
Total:	\$605.00
Balance Due:	\$605.00