



Accounting Services
1000 E. Victoria St. WH 430
Carson, CA 90747
310-243-3791

Request for Invoice/Cash Posting Order (CPO)

email to: genacct@csudh.edu

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The Request for Invoice/CPO Form is used by CSUDH departments to request Accounting Services to invoice Auxiliary Organizations, other CSU campuses, or other third party organizations: (1) for reimbursement of an expense that's already been made (abatement) or (2) to record accounts receivable/revenue. To bill another CSU campus or the Chancellor's Office, a Cash Posting Order (CPO) will be prepared, instead of an invoice. Upon receipt of this completed form, Accounting Services will invoice Auxiliary Organizations, other CSU campuses, and other 3rd party organizations on your behalf. Please send the original form to Accounting Services with supporting documentation. Invoice will be mailed by Accounting Services to the customer and an electronic copy will be sent to the requesting department. If you have questions, please contact Accounting Services.

Please note that only Accounting Services may invoice or bill on behalf of the University.

I. Requester Information									
From Dept:		Contact Person:			E-mail:		Ext:		
II. Reason for Request									
III. Authorizing Signature									
Name and Title:			Authorized Signature				Date:		
IV. Bill To Information (for CPOs, use Section IVa)									
Customer ID: (if known)		Name:							
For New Customer Only									
Name:		Contact Person:							
Address 1:		E-mail:							
Address 2:		Phone:			Fax:				
City:		State:		Zip Code:					
IVa. Bill To Information (for CPOs only)									
CSU Campus Name/Chancellor's Office		CSU Campus Contact Name		CSU Campus Contact E-mail		CSU Campus Contact Phone #		Amount	
V. Bill Line Information									
Invoice Type (select from drop down list)		Description			Account Number (required for Foundation)			Amount	
VI. Credit Information (Note: Auxiliary Organization billing is posted to revenue account 580095.)									
Account (6) Required		Fund Code (5) Required		Dept (5) Required	Program (5) Optional	Class (4) Optional	Project (7) Optional		Amount