

Example of an invoice:

Vendor's name, address, office number, etc.

(Vendor must write SUTD in full)

TO: Singapore University of Technology and Design
No. 8 Somapah Road, #01-301, Building 3, Level
1, Singapore 487372

TAX INVOICE

DATE : 30/05/2018
P/O : 20006163
D/O : 15224
TERMS : 30 days
SALESMAN CODE :
PAGE NO. : 001

00014906

(unique number given by vendor)

(more days are fine, but not less!)

ATTN Ng Woon Yang
TEL/FAX

NO.	DESCRIPTION	QTY	UOM	UNIT-PRICE	AMOUNT
				S\$	S\$
001	Marker cones (Assorted)	1000	pcs	0.30	300.00

Which account(s) are you claiming from?
(OSL Seed Fund / Income / Donation?)

OSL Seed Fund

Income

How much is there in the chosen
account(s)?

Current - \$100

Current - \$1000

How much are you taking out from the
chosen account(s) for this invoice?

Deduction - \$100

Deduction - \$200

How much will there be left after paying
this invoice?

Balance - \$0

Balance - \$800

InVoice

(financial year – club number – invoice count)
IV17-099-0001 (Finance Reference No.)



(handwritten signature)

Raj Johar, Treasurer (name, designation)
Ice Hockey Club (club)

SUB-TOTAL	300.00
ADD 7.00% GST	21.00
TOTAL	321.00

SINGAPORE DOLLARS THREE THOUSAND TWO HUNDRED TEN ONLY.

EITHER vendor's signature (and company
stamp)

OR statement saying that "this is a computer
generated printout, therefore no signature is
required"