

AggieBuy PO #: \_\_\_\_\_

Supplier Invoice #: \_\_\_\_\_

This should be the PO #, 3 digit month and 2 digit year (example: AB0123456Mar13)

Invoice Date: \_\_\_\_\_

This should be the first day of the month prior to the month you are paying.  
(Example: if you are paying for April rent the date should be 03/01/13)

Vendor:

Name: \_\_\_\_\_

Remit to: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Current Billing Period:

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Payment Due Date: \_\_\_\_\_

Amount to Be Paid: \_\_\_\_\_

Disclaimer: This template invoice should only be used in the case of lease of space or rental of space in which the vendor will not provide a monthly invoice showing when the next payment is due.