



EXTERNAL INVOICES

External Invoices are prepared by individual departments when a customer bill is required. The External Invoice form is pre-numbered and blank forms must be obtained from Marcia White in the Controller's Office.

The form has 4 parts:

- 1) White copy – give to the customer
- 2) Yellow copy – give to the customer
- 3) Pink copy – mail to the Controller's Office
- 4) Gold copy – retain in the issuing department

All fields on the External Invoice form must be completed.

At the end of each month, a current list of open invoices will be emailed to each department for verification. It is important to review the open invoice list and respond by the 1st week of the following month. This list is used for preparation of month-end Accounts Receivable reports.

If an invoice becomes past due, please notify the Controller's office regarding any information or correspondence that has occurred with the customer. This is useful if the invoice must be turned over to the Attorney General's office for collection.

Please refer any questions to Marcia White, ext. 27086 or whiteme@uncw.edu.

Visit our website at <http://www.uncw.edu/ba/accounting/> for more information.

