

REQUEST TO CREATE AN INVOICE PROCEDURE

1. Complete the SPHCM REQUEST FOR AN INVOICE FORM
2. Submit to Executive officer for approval
3. Once approved the request will be forwarded to Finance Assistant for creating an invoice
4. Invoicing needs to run through an overnight process and will be available the next working day

Note: Invoices for research projects are done by Grant Management Office (GMO). Details on <http://research.unsw.edu.au/policies-and-procedures>