Date Turned In:

**Invoice for Per-Service Payments**

Department budgetary approval must be received by the person arranging service. This form should be submitted within 30 days of services being rendered, unless check is required at time of service for non-UVA guests.

Name of Individual or Group providing service:

Tel:

E-mail: 

Date of Performance/Service:

Type of Performance/Service:

Location of Event/Service:

Total hours of service & Amount to be paid:

**FOR NON UVA EMPLOYESS ONLY:**

**Home Address where UVA will send payment or Last 4 Digits of SSN:**

 **{2 week notice required}**

**SIGNATURES: (Three signatures required for UVA employees only)**

Individual Providing Service (UVA EMPLOYEES ONLY)

Person Arranging Service

Music Department Chair

|  |  |
| --- | --- |
| *{Office Use Only}* |  |
| Pay Period | LD Scheduled | Assignment # |
| Spreadsheet | Pay Date | E-mail to Approver |
| E-mail Notice to Payee |  | PV# |

PTAO

Invoice\_Perservice.doc revised 03/23/12