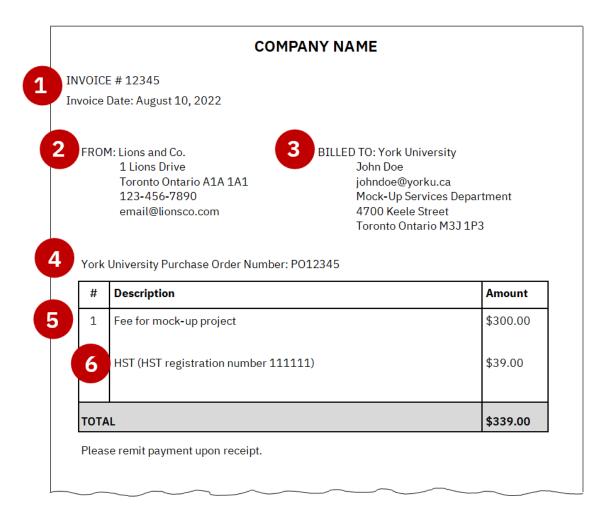
SAMPLE INVOICE WITH REQUIRED INFORMATION

This sample shows required information but is not a required invoice format



REQUIRED INFORMATION

- 1. Invoice number and date
- 2. Vendor's FULL LEGAL NAME, remit address, phone number, and email address
- 3. "York University," name, email address, and department of person who made the purchase (not necessarily your York contact), York mailing address contact
- 4. York purchase order number * (only if applicable)
- 5. Brief description of goods and services
- 6. HST and HST registration number. For small suppliers who are not required to register for HST, please include the phrase "Small supplier, HST not required." * (only if applicable)