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)