



Invoice Examples: What's Best

This guide provides suppliers and departments with visual examples of invoices that are acceptable or unacceptable for submission to TCU.

Invoice Requirements

Suppliers should only invoice TCU for items that have been shipped or services that have been provided. Invoices are to be provided directly to the department within TCU that is doing business with the supplier.

Invoices must include a unique invoice number and the TCU Purchase Order number, if applicable.

The following information must be included on invoices:

- Supplier payee name and remit address
- Bill-to/ship-to information for TCU
- TCU contact or department information
- Purchase Order or Contract number, if applicable
- Payment terms (Net 30, unless otherwise specified by a contract)
- Invoice number
- Invoice date
- Clearly identified invoice total
- Separate line-item charges and a brief description of each item or service
- Sales tax, when applicable

Additional Links

Links listed below are clickable for more information related to invoicing TCU.

- **Purchase Order Terms & Conditions**
- **Invoice Number Formats**
- **Sales Tax Exemption Certificates**



Examples of Invoices

Three examples of invoices are provided below, with varying levels of information and completeness based on TCU's invoice requirements.

Complete Invoice:

- Company (remit-to), bill-to, and ship-to information is clearly identified and prominent on the invoice.
- Department contact information is listed.
- Itemized quantities, descriptions, prices, and amounts are clearly identified.
- The total amount due is clearly indicated at the bottom of the invoice.
- **Consider:** Add the department's address to the bill-to information.

Incomplete Invoice

- Department bill-to or contact information is missing, although Texas Christian University is identified as the bill-to.
- The PO number is handwritten and not legible.
- Itemization is present, but the descriptions are not specific enough to clearly identify the items purchased.
- Sales tax appears to be charged under a different name.
- **Consider:** Update the item descriptions to be more specific, type the PO number, and clarify whether the "package tax" is a supplier-specific fee for packaging and mailing the items.

Problematic Invoice

- No written supplier information is present; only a logo is provided.
- No department information or indication of who the invoice should be billed to is listed.
- The description indicates that contracted services were provided, but no contract or PO number is referenced on the invoice.
- No dollar amounts are listed.
- **Consider:** Add the supplier remit-to and department bill-to information, the PO or contract number associated with the services, dollar amounts for each line item, and the total amount due at the bottom.



Invoice Examples: What's Best
Office of Procurement



Complete Invoice (Good Example)



LONE STAR OFFICE SOLUTIONS, LLC

INVOICE

1235 Ponderosa Blvd
Aledo, TX 76008
Phone: 817-555-0123
accounts@lonestarooffice.com

Invoice #:	LSOS-10482
Invoice Date:	09/01/2025
Payment Terms:	Net 30
PO #:	PO00012345

Bill To:
Texas Christian University
Department of Biology

Ship To:
Mary Smith
Texas Christian University
Department of Biology
2901 Stadium Dr
Fort Worth, TX 76129

Contact:
Mary Smith, Department of Biology
817-257-0000
msmith@tcu.edu

Qty	Description	Unit Price	Amount
50	Copy Paper, 8.5" x 11", 20 lb., 500 sheets	\$8.49	\$424.50
50	Copy Paper, 8.5" x 14", 20 lb., 500 sheets	\$8.49	\$424.50
24	Black Ballpoint Pens, Medium Point, Box of 12	\$6.25	\$150.00
18	Blue Ballpoint Pens, Medium Point, Box of 12	\$6.25	\$112.50
10	Yellow Highlighters, Chisel Tip, Box of 12	\$9.75	\$97.50
8	Permanent Markers, Black, Fine Point, Box of 12	\$11.50	\$92.00
15	1" 3-Ring Binders, White	\$4.89	\$73.35
20	2" 3-Ring Binders, White	\$6.49	\$129.80
30	Sticky Notes, 3" x 3", 12-Pad Pack	\$8.25	\$247.50
10	File Folders, Letter Size, Box of 100	\$18.95	\$189.50
6	Desktop Staplers, Full Strip	\$14.75	\$88.50
8	Staple Removers, Standard	\$4.25	\$34.00
25	Gel Pens, Black, Box of 12	\$7.95	\$198.75

Subtotal	\$2,261.90
Sales Tax	\$0.00
TOTAL DUE	\$2,261.90

Payment Terms: Net 30
Thank you for your business!



Incomplete Invoice (Needs Improvement)



GEAR TEAM REQUIRED

INVOICE

Invoice #: 062524-2901
Invoice Date: 06/25/2024
PO #: PO0 1234

Bill To:
Texas Christian University

Ship To:
Texas Christian University
2901 Stadium Dr
Fort Worth, TX 76129

Qty	Description	Price	Amount
50	tshirt	\$12.00	\$600.00
20	pants	\$25.00	\$500.00
10	safety pads	\$22.50	\$225.00
15	polo	\$11.00	\$165.00

Subtotal	\$1,490.00
Package Tax 8.25%	\$122.93
TOTAL	\$1,612.93

Thank you,
Gear Team Required



Problematic Invoice (Will Cause Delays)



INVOICE

Invoice Date: 08/15/2025
PO #: _____

Texas Christian University

Description

For contracted services

- 4 hours consulting — 08/04/25
- Equipment setup — 08/05/25
- Technical support — 08/06/25
- Materials and supplies — 08/06/25
- Follow-up support — 08/07/25

Amount Due: _____

Thank you,
Supplies Inc