



INVOICE APPLICATION

Project no. : UTVSB/CS/P. _____

Date : _____

For UTVSB use only

Consultancy and Services
 UiTM TechnoVenture Sdn Bhd
 Ground Floor, UiTM-MTDC Technopreneur Centre
 40450 UiTM Shah Alam

Project Title: _____

Document checklist: Please (✓) the relevant items.

- Client's Purchase Order (PO)
- Approval for invoice by client (email, letter, etc)

Invoice details:	
1. Invoice Amount	: RM
2. GST/SST amount (6%) (if applicable)	: RM.....
3. Total (including GST/SST)	: RM.....
4. Invoice details	:
5. Client's name (person in charge)	:
6. Client's phone no.	:
7. Client's email	:
8. Client's address	:
.....	

**Head of project must endorse application (if application by project member)

Endorsement by Head of project,

.....
 APPLICANTS NAME:
 STAFF ID:
 TEL:

.....
 HEAD OF PROJECT NAME :
 STAFF ID:
 TEL :

For UiTM TechnoVenture SB use only					
Document Verification					
Client's Purchase Order (PO)			<table border="1"><tr><td> </td></tr><tr><td> </td></tr></table>		
Approval of invoices by client (email, letter, etc)					
Checked by	Verified by	Approved by	Finance Dept Use Only		