

1.0 Purpose

- 1.1 All research billings to external clients must be processed through the Office of Research Services

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 Informal invoices produced by the researcher or the department are not acceptable.
- 4.2 To have an invoice sent to an external client, either complete the Request for an External Invoice form or send the pertinent information to the Office of Research Services. Include the name of the external client as well as the address, contact name, dollar amount, details and any other information required by the contract or grant.
- 4.3 For information on whether taxes are applicable, go to the Taxes Web page.

5.0 Interpretation and Questions

- 5.1 For further information please contact:
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