

Invoice

To: Grossmont College World Arts and Cultures Committee (WACC)

From: [full name of individual or agency to be paid]

Social Security Number or Tax Identification Number (TIN):

Address:

Contact

Phone: [include area code]

E-mail:

For: [reading, performance, lecture, etc.]

Date:

Where:

Event Coordinator/Contact: [GC employee or student]

Fee: [amount of check]

Payment Request: [i.e., payment due within one week or on day of event—remember, this is only a “request”]

Signature [Individual to be Paid]

Date