**Invoice to:**

Research Finance Office

University College Dublin

**Invoice date: DD/MM/YYYY**

**INTERNAL INVOICE**

|  |
| --- |
| **DESCRIPTION** |
| **Permanent Staff Name** | **Project** | **Hours**  | **Hourly Rate** | **Period**  | **Amount** |
|  |  |  |  |  | € |

**Please raise an internal transfer of funds as follows:**

**DEBIT:**

*Research Account Code*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **R** |  |  |  |  |  |

*Account Code*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9** | **2** | **9** | **8** | **1** |

*Cost Centre*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**CREDIT:**

*Account Code*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8** | **0** | **6** | **4** | **9** |

*Cost Centre*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Signed: Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[<insert head of school name here>]**

**Head of School, School of XXXXX**

***Submit to*** ***rfo@ucd.ie******, copied to College Finance Manager***