



Financial Services
 Red Deer College
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3194
 Fax: 403.343.4063
 Web-site: www.rdc.ab.ca

INVOICE REQUEST

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. The information on this form will be used by Financial Services in order to process an invoice request. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. This information will be retained in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. If you have questions regarding the information on this form, please contact the Chief Financial Officer, Red Deer College, Box 5005, Red Deer, Alberta T4N 5H5.

- Please complete all sections and forward to Financial Services.

CONTACT INFORMATION

CONTACT INFORMATION			FINANCIAL SERVICES USE ONLY	
SURNAME OR LEGAL BUSINESS NAME	ATTENTION TO (if business)		INVOICE #	
FIRST NAME	PO# OR DOB (if applicable)		RDC ID #	
ADDRESS	CITY	PROVINCE	POSTAL CODE	
E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER	LIABILITY INSURANCE (if applicable) Provided Certificate Purchased	

INVOICE INFORMATION

BRIEF DESCRIPTION	GST	FUND	ORG	ACCT	PROG	AMOUNT	
NOTES						SUB-TOTAL	
						GST	
						LESS DEPOSIT	
						TOTAL	

SIGNATURES AND APPROVAL

NAME OF REQUESTOR	SIGNATURE	PHONE #	DATE
NAME OF AUTHORIZOR	APPROVAL SIGNATURE	PHONE #	DATE