Service Billing Supporting Documentation Locations

Service Biller	Supporting Documentation Location
Administrative Fee	Searchable invoice attached to the e-doc
Affordable Care Act Fees	Billing information included in Line Description
AIS	Document Viewer
Biochemistry Stores	Searchable invoice attached to the e-doc
Campus Animal Resources (CAR)	Campus Animal Resources Laboratory Ordering System (CARLOS)
Cashier's Office	Paper/Cashier's Office
Chemistry Stores	Searchable invoice attached to the e-doc
Computer Store	Searchable invoice attached to the e-doc
Credit Card Fees	Searchable invoice attached to the e-doc
Direct Billed Airfare/Travel	Email sent to Travel Arranger/Traveler Receipts available from Travel at State
Fellowships	Email request to fenska@ctlr.msu.edu
Food Stores	Copy and paste link from operating statement, or https://food.rhs.msu.edu/rhsMenu.php
Foreign Stipend Taxes	Billing details attached to the e-doc
Investment/Endowment Distributions	https://scholendow2.ais.msu.edu/
IT Services	http://billing.ats.msu.edu/
Kellogg Center, Cowles House	Attached to Internal Billing or Service Billing doc
Labor Distribution - Payroll	BI/HR Payroll
Infrastructure Planning and Facilities	https://ipf.msu.edu/apps/statements
Postage	Document Viewer or University Services Billing History
Professional Development	Education Assistance Statement Details (click on **FDS** if needed)
Recycling Services	Searchable invoice attached to the e-doc
Research Tech Support Facility	Searchable invoice attached to the e-doc
Spartan Linen	https://food.rhs.msu.edu/rhsMenu.php
State News	Paper invoice sent to unit, summary attached to the e-doc
Student Receivables	Document Viewer (J35GLEX-6B)
Telephone	http://billing.telecom.msu.edu/
University Advancement	College Development Officer or Paper statement is sent
University Services	Document Viewer or University Services Billing History
University Stores Bill (Internal Billing)	Auto-approved Internal Billing doc (purchase details in **Items** tab)
Workers Compensation/Human Resources	Paperwork sent to the unit