

From: [Finance](#)
Cc: [Finance](#)
Subject: New Form Announcement: MBZUAI Billing Request
Date: Tuesday, 1 August 2023 2:23:34 PM
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New Form Announcement MBZUAI Billing Request

Dear Colleagues,

We are excited to introduce the "[MBZUAI Billing Request](#)" form, designed to **simplify the submission of Billing Requests and invoice generation to MBZUAI's Clients through the Finance Department.**

The target audience of this form is the Revenue Generating Departments and External Research Projects.

This new process aims to eliminate the need for cumbersome memorandums and email communications, ensuring a more efficient and streamlined approach.

To ensure smooth and expedited processing of your request, we kindly request you to review the guidelines provided on the form's header carefully.

Thank you for your cooperation and support as we implement this new form. We are confident that it will significantly enhance the efficiency and effectiveness of our financial services.

Kind regards,

Postscript: Other financial services forms (guidelines included)

| S | Form | Target Audience | Link |
|---|---|---|---|
| 1 | Invoice Submission/Certification Request | Procurement, End Users, Suppliers with PO | Invoice Certification Request |
| 2 | Replenishment Form – Prepaid Card Custodian | Cards & Petty Cash Custodians | Replenishment Form |
| 3 | Reimbursement Form | All Staff and Faculty | Reimbursement Form |
| 4 | MBZUAI Billing Request | Revenue Generating Departments & External Research Projects | MBZUAI Billing Request |
| 5 | Direct Payment Request - Non-procurement activity | All Departments | Direct Payment Request – Non-procurement activities |

For more information, please do not hesitate to approach the Accounting Team.

- Internal Revenues Billing: Reem Albreiki
- External Revenues Billing: Adham Aborumman

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