**H-1B Invoice**

**Office of University Counsel**

**Please use the following sample invoice to request check(s) in Workday Finance. Please ask Finance to ship the check(s) directly to Elizabeth Gill’s home address, which Cheri Jefferson and Patricia Moyston have on file.**

**When completing the Supplier Invoice, your selections will appear as follows:**

****

# Today’s Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_

 MM DD YYYY

Checks to cover fees for H-1B processing to:

U.S. Department of Homeland Security

24000 Avila Road

USCIS California Service Center

Room 2312

Laguna Niguel, CA 92677

Petition for H-1B for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name of H-1B applicant, department name)

### Amount: $\_\_\_\_\_\_\_\_\_ (a separate check is required for each H-1B fee)

Check description (e.g., “I-129 petition processing fee,” “premium (expedited)
processing fee,” “**Fraud Prevention and Detection fee”**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Name of Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost Center Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Fiscal Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Fiscal Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_