**O-1 Invoice**

**Office of University Counsel**

**Please use the following sample invoice to request check(s) in Workday Finance. When completing the Supplier Invoice, your selections will appear as follows:**

****

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

 MM DD YYYY

Checks to cover fees for O-1 processing to:

U.S. Department of Homeland Security

24000 Avila Road

USCIS California Service Center

Room 2312

Laguna Niguel, CA 92677

Petition for O-1 for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name of O-1 applicant, department name)

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

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

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

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

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

Account #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Note to Requesting Department: Please ask Finance to ship the checks directly to Elizabeth Gill’s home address, which Cheri Jefferson and Patricia Moyston have on file.**