Print Clear Form

Portland State University

Disability Resource Center (DRC)

Information and Academic Support 435 Smith Center 725-4150 (voice) 725-6505 (TDD)

Notetaker INVOICE form

IMPORTANT NOTICE: This form is to be used for a single class only. If you are a notetaker for another class please use a another form. Two important notes: (1) you cannot be paid unless you have a signed **notetaker application/contract** on file with the DRC office; and, (2) the student for whom you are taking notes has signed on, at least, the first and last "Student Signature" line below.

Notetaker: _____

Address: _____

_____

Phone: _____

e-mail: _____

SSN: _____

Notetaking services for

Student: _____

CRN: _____ **# of Credits:** _____

for DRC use only

Banner Inv. #:	
amount paid:	
date entered:	

Index Code	IAS010	Account Code	24599	Activity Code	BNTK

Date	Class	Student's Signature

This hereby certifies that I have submitted notes for this class for the above dates.

Signature: _____ Date: _____

Please return this form to the DRC office completed and signed by both the notetaker and student at the end of the term.

A check will be sent to the address listed above. **Please allow 2 to 3 weeks for processing.**