National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

AR INVOICE DATA REQUIREMENTS

Fax Completed Form to 866-779-6772

Work Instructions

Complete all fields on the following page including:

- NASA Center
- Employee Name
- Address (Address of the employee where Bill of Collection will be sent)
- Point of Contact Name
- Phone Number (Point of Contact)
- College / University
- Name of Class (This is the class the collection is being made for)
- Training Tracking Number
- Reconciled Amount (Due)**
- Submitted By
- Signature of Center Training Officer
- Description (Reason for collection)

****The NSSC Human Resources Department will complete the Pcard number field****

Once the form is complete, please attach to the NSSC-Form-0027 (Request, Authorization, Agreement and Certification of Training Transmittal Sheet) and fax to 866-779-6772. Select button below to retrieve the NSSC-Form-0027.

NSSC-Form-0027

Clear Record | Print Record

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Debtor Information:	
NASA Center	Employee Name
Address	
Point of Contact Name	Phone Number
College / University	Name of Class
Training Tracking Number	Reconciled Amount (Due)
Submitted By	Date

	Signature of Center Training Office Approval	

Description (i.e. Reason For Collection):

NSSC HR Use Only:		
	Pcard Number	