

## INVOICE HEADER INFORMATION

Payee Name

Supplier Site  Invoice #  Invoice Amount

Description

Requestor (Last Name, First Name)

Email Contact

## INVOICE LINE INFORMATION

**Line 1**

Amount  Product Category

Entity  Fund  Financial Department

Account  Purpose  Program

GL Project  Activity  Line Description

**If using a PPM Project, you must complete Task, Exp Type, and Exp Org**

PPM Project  Task

Expenditure Type  Expenditure Organization

**Line 2**

Amount  Product Category

Entity  Fund  Financial Department

Account  Purpose  Program

GL Project  Activity  Line Description

**If using a PPM Project, you must complete Task, Exp Type, and Exp Org**

PPM Project  Task

Expenditure Type  Expenditure Organization

### Special Handling

- FedEx direct to the payee
- Pick-up at bulk mail
- Deliver to the department

### Additional Information or Special Handling justification