Instructions Raynert Request Roms (FRF) are submitted directly to Accounts Rayable in Bull Marketplace See the FRF Guidelines for a list of allowable purchases on a Raynert Request Rom Payment Requests submitted beyond 60 days of the date of the transaction will require VP approval.

Note: Rayner is to employees and study subjects are not processed on the PRE. Forms for these payments are available on the Accounts Payable website \underline{here} .

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4 Complete the invice details

Invice Details Supplier Invoice Number and Invoice Date are required fields. If the supporting backup documents do not have a true invoice number; or remust be or eated using the following format.

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Payment Request Type This is a dop downlist of payment types that are allowable on a HE

Description of Expenditure The description should be flect what is being paid for; contain a dear business purpose, and should natch the backup documentation attached to the form Only the first 30 characters will become the Finance Mart description

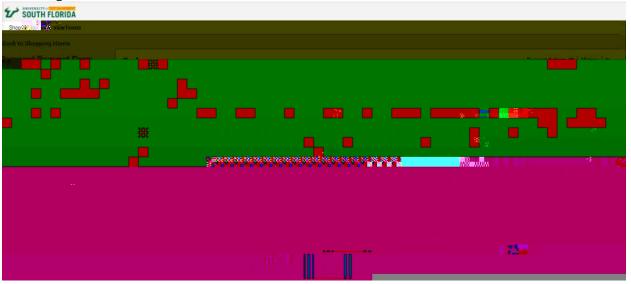
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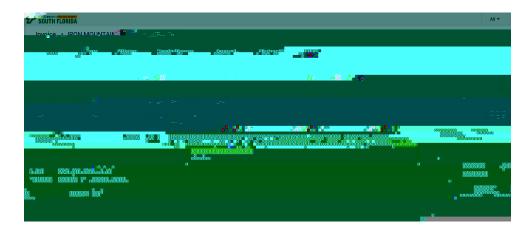
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