#### 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.

For individual suse the date of delivery or service completion, first initial and last name. Ex O12320195MITH

For husinesses and herentities used ate of delivery or service completion and initials of the full company name Ex 11082019FDOE

**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

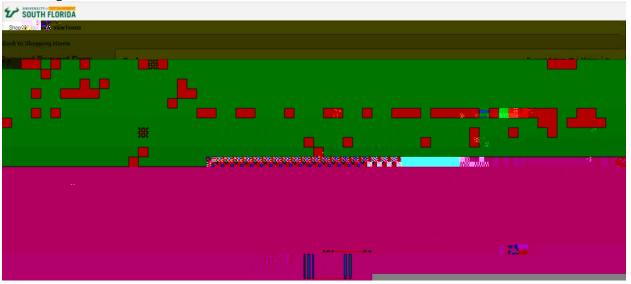
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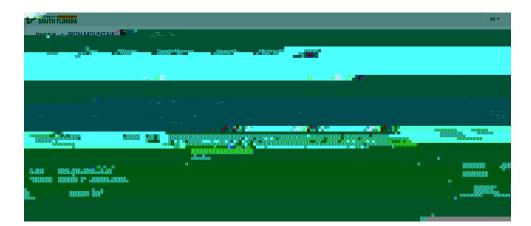
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