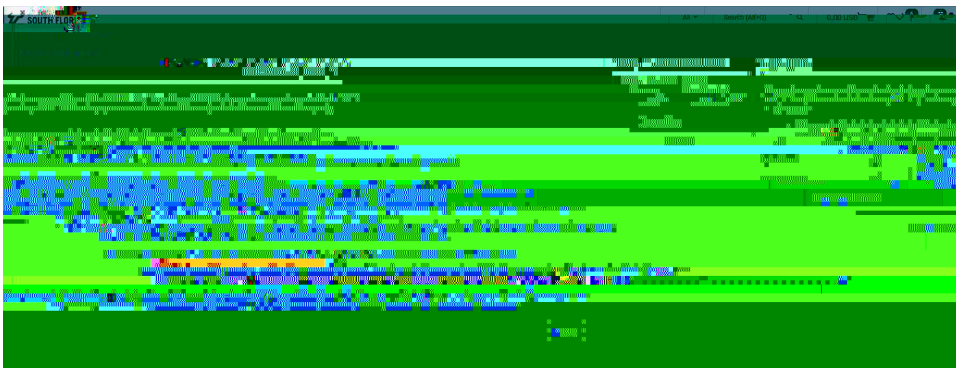
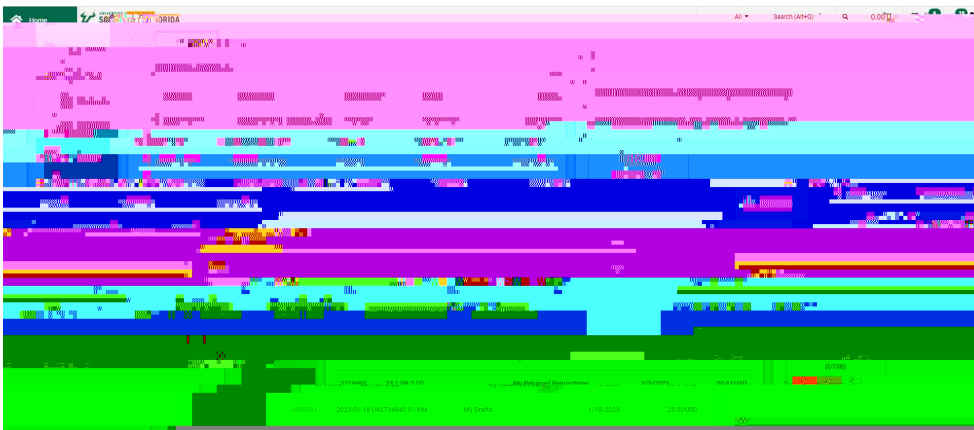


**Instructions Payment Request Forms (PRF) are submitted directly to Accounts Payable in Bill Marketplace. See the PRF Guidelines for a list of allowable purchases on a Payment Request Form. Payment Requests submitted beyond 60 days of the date of the transaction will require VP approval.**

**Note:** Payments to employees and study subjects are not processed on the PRF. Forms for these payments are available on the Accounts Payable website [here](#).





#### 4 Complete the invoice details

**Invoice Details** Supplier Invoice Number and Invoice Date are required fields. If the supporting backup documents do not have a true invoice number, one must be created using the following format:

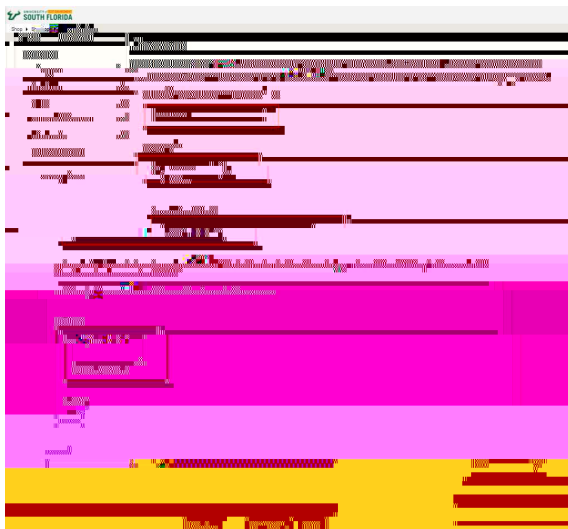
For individuals use the date of delivery or service completion, first initial and last name. Ex

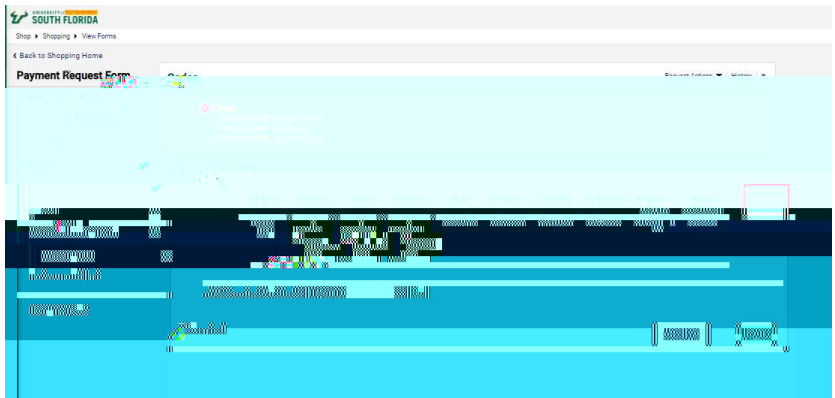
**012330196MIH**

For businesses or other entities use date of delivery or service completion and initials of the full company name. Ex **11083019HDC**

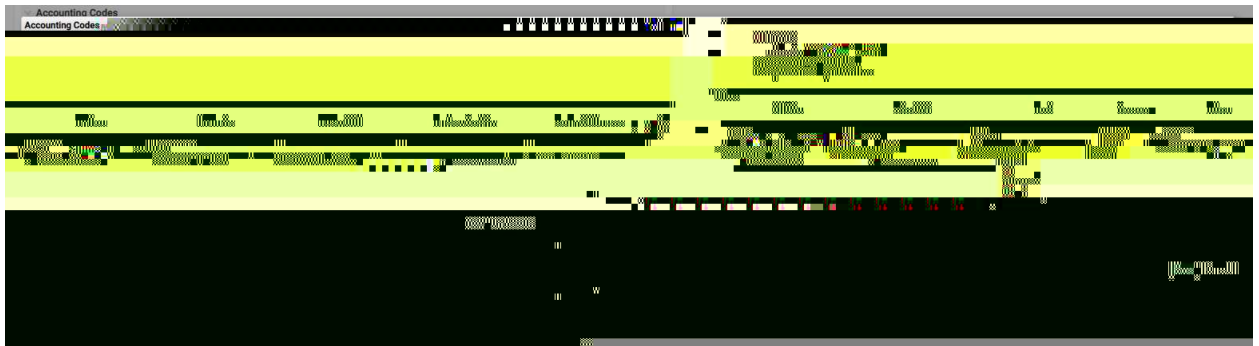
**Payment Request Type** This is a dropdown list of payment types that are allowable on a RRE

**Description of Expenditure** The descriptions should reflect what is being paid for; contain a clear business purpose, and should match the backup documentation attached to the form. **Only the first 30 characters will become the Finance Mart description**

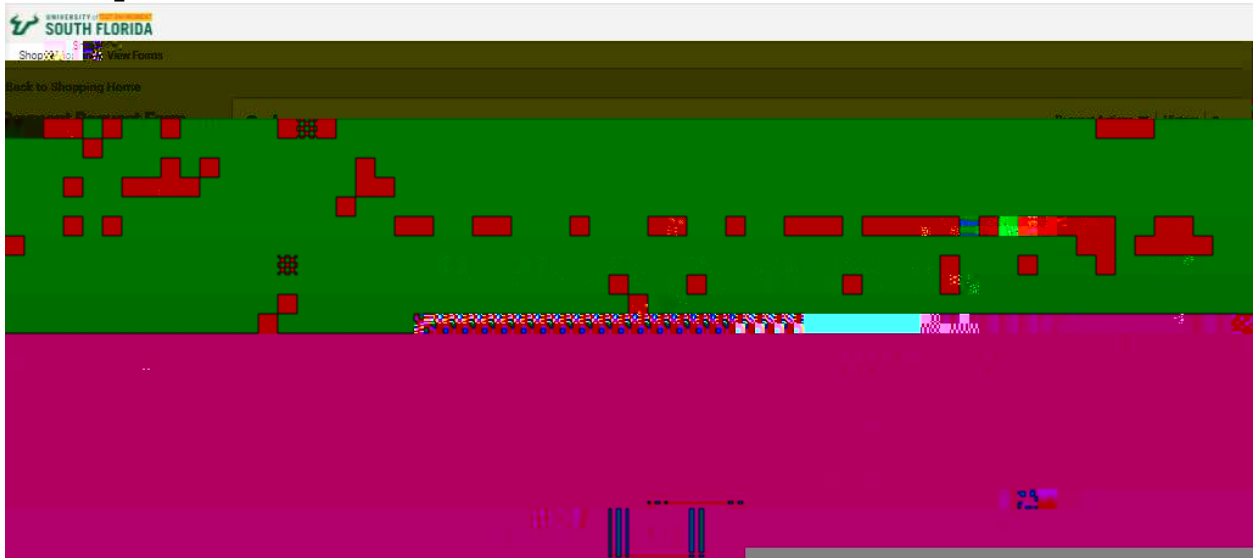




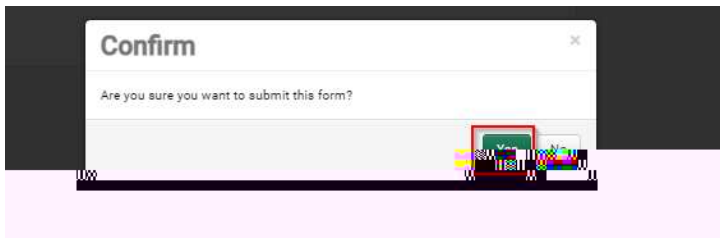
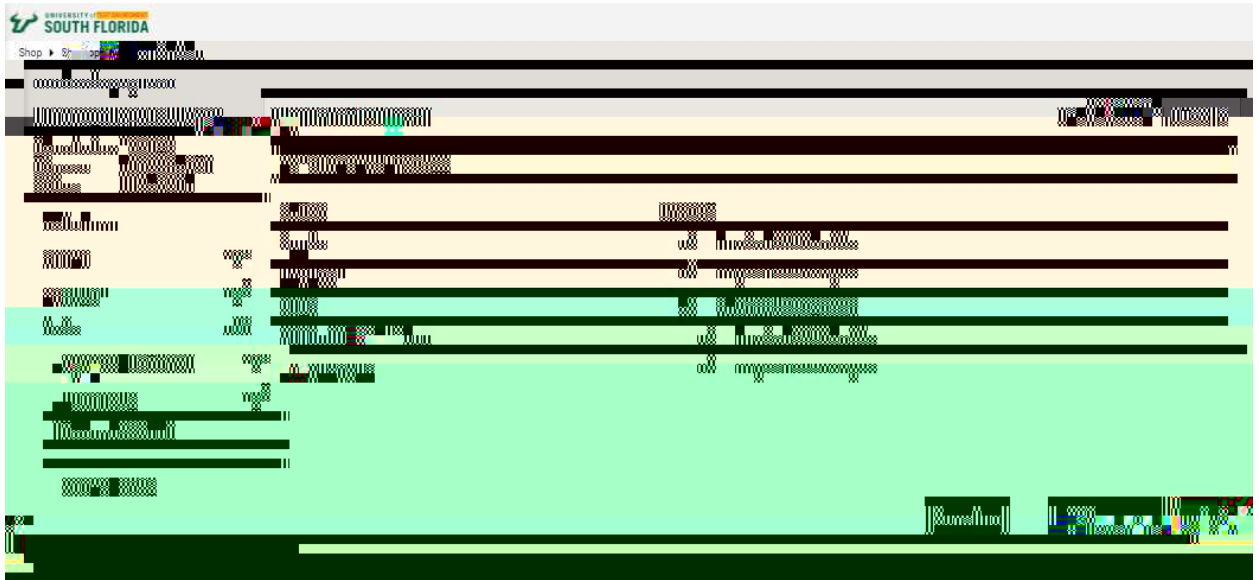
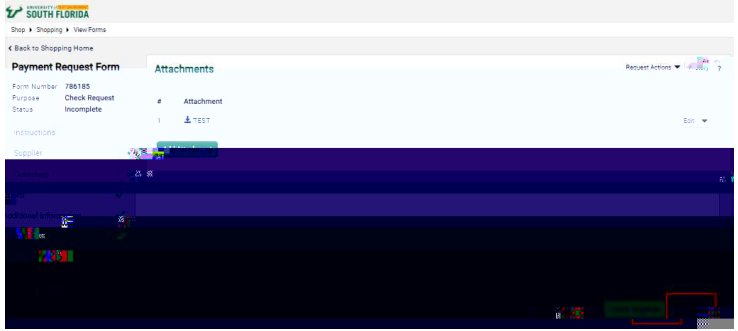
### Enter Chatfields and Save



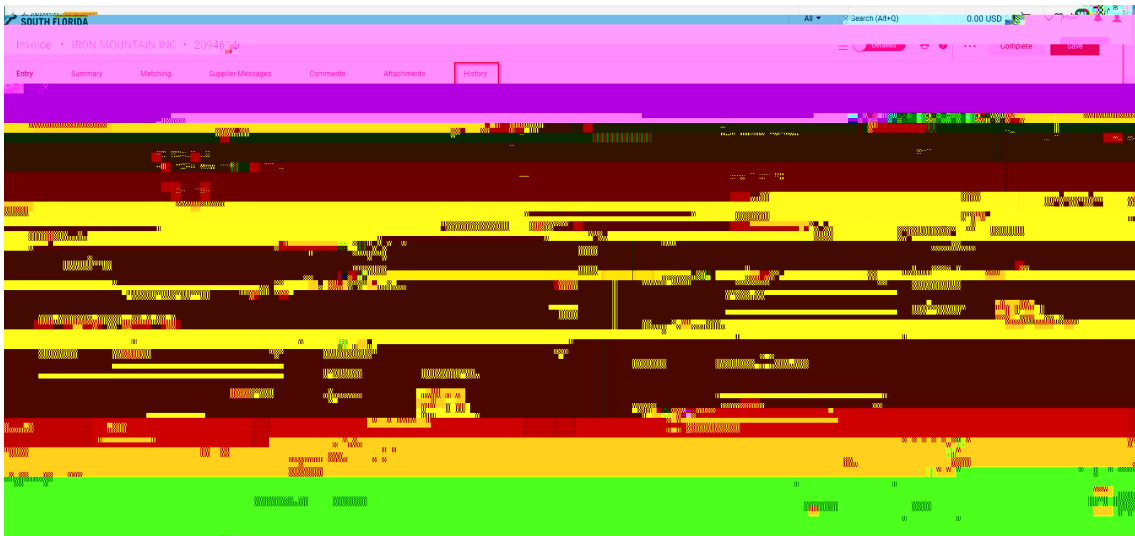
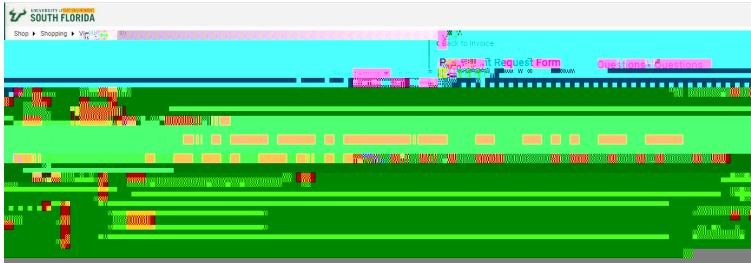
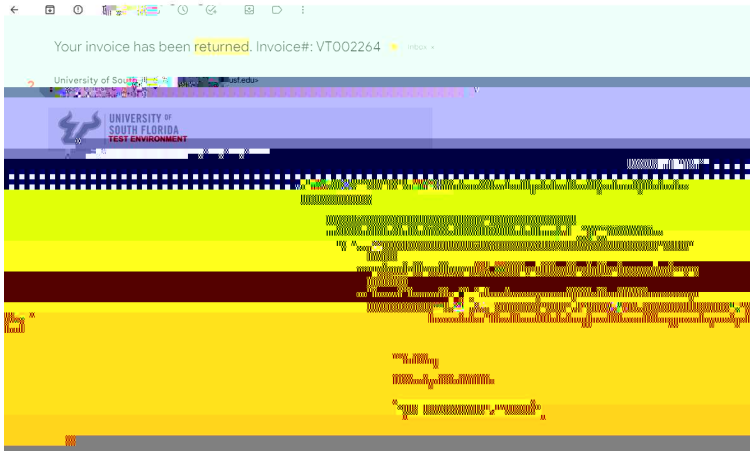
### Once completed select Next

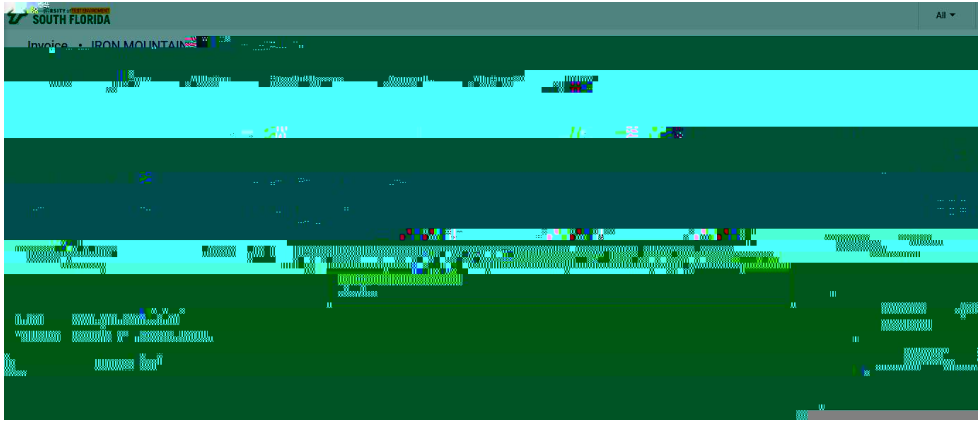




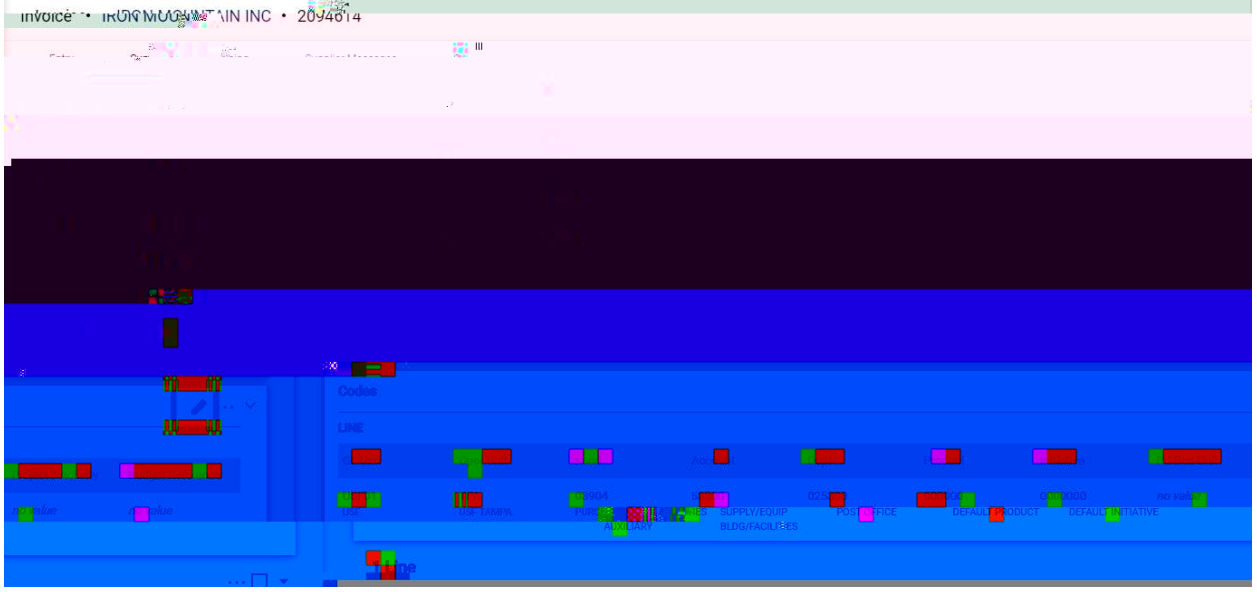








**For Charfield's changes go to the Codes section and select the pencil to edit**



**Make your connection and Save**

