

DOCUMENT NUMBERING SCHEME

- R#####** - Requisition (Outside Vendors as well as Central Stores)
- P#####** - Purchase Order
- I#####** - Vendor Invoice involving a Purchase Order document
(System generated number)
- IR#####** - College Check Request Form
- IF#####** - Foundation Check Request Form
- IT#####** - College or Foundation Travel Reimbursement Form
- ET#####** - College or Foundation Travel Encumbrance Document
- IH#####** - College or Foundation Honorarium Form
- F#####** - PeopleSoft Interface for Payroll and Fringes
(System generated number)