

Denied Vouchers Comments

USE THIS IN COMMENTS SECTION ONLY

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- **Utilities:**

Voucher denied, please use the following invoice # format. Example, vendor account #, three letter month (the through month/ending period), two digit year i.e: 12-3456789SEP14 (Do NOT include spaces)

- **Rent Payments:**

Voucher denied, please use the following invoice # format. Example, vendor name, three letter rent month, two digit year i.e: RentalCorporationNOV14 (Supporting docs required)

- **Reimbursements:**

Voucher denied, please use the following invoice # format. Example, last name, total Dollar amount, three letters of expense' month, two digit year. i.e: SMITH20.34SEP14