

Appendix B – Invoice Numbering Guidelines

Invoice numbers are required for all payment requests. When available, vendor invoices must be used. When a vendor invoice number is not available, invoice numbers must be formatted according to these guidelines.

Expense Type	Details	Invoice Number Format	Example (example date is 5/15/24)
Other	Anything not fitting into the categories on this list	1) 1 st pmt = INV+date on invoice 2) Subsequent pmts add /# of pmt	1) INV051524 2) INV051524/2
Commissions (UCS only)	Commissions for sales at UCS dining areas	COMM+MMDDYY	COMM051524
Construction (OUA only)	Pmt to fulfill construction contracts	Project Number+Record Number	24L009PAY0002
Cooperating teacher stipends	Pmt to school districts who host student teachers	1) Semester (FA, SP, or SU)+YYYY 2) Regionals add campus name	1) FA2024 2) FA2024-STARK
Events	Includes catering and venue rentals	1) 1 st pmt = EVENT+contract # or first day of event 2) Subsequent pmts add /# of pmt	1) EVENT051524 2) EVENT051524/2
Gift cards	Cash advance to purchase gift cards	GCARDS+date on IRB form	GCARDS051524
Hotel	Group and student group travel only	Use (in order of preference) folio or confirmation #	Varies by vendor
Independent contractors		SERV+first date of service listed on invoice	SERV051524
Leases	1) Short-term 2) Long-term	1) Room or street#+RENT+MMYY 2) RENT+date of invoice	1) RENT1230524 2) RENT051524
Memberships	1) Institutional 2) Individual	1) MEMB+first year 2) MEMB+last name+first year	1) MEMB24 2) MEMBHERMON24
Petty cash	Replenishing a petty cash change fund	PCASH+date of first expense	PCASH051524
Refund	Returning funds (e.g., room deposits)	REFUND+date revenue received	REFUND051524

University e-Payables User Guide

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Registration fees	1) College fairs 2) Conferences	1) FAIR+first day of fair 2) Last name+first day of event	1) FAIR051524 2) HERMON051524
Reimbursement	1) Student employee (reviewed by SFA) 2) Prospective employees or students	1) REIM+date of first expense 2) REIM+first day of visit	REIM051524
Research subject pmts		RS+date request is being submitted	RS051524
Royalty	1) Regular 2) Location-specific	1) ROY+first date of time period 2) ROY+MMDDYY+Location #	1) ROY051524 2) ROY051524-52323
Stipend	Pmt to to researcher or student for job training (reviewed by SFA)	1) STIP+month and year 2) STIP+date assignment completed	1) STIP0524 2) STIP051524
US Dept of Homeland Security	Visa fees	1) Last name+H1B+YY 2) Last name+FRAUD+YY 3) Last Name+PREM+YY	1) HERMONH1B24 2) HERMONFRAUD24 3) HERMONPREM24
Utilities	Utilities that bill under account numbers	Varies by vendor; check FAIVNDH for history	

Vendor Specific:

Vendor	Details	Example
Fred Albrecht	Must provide statement that lists 15-digiit invoice# along with receipt	022005407123456 026240700800440
Hungry Howie's (HHP Holding Company)	Phone number of person placing order/date of order	3306722607/051524