

Disbursement Request Type	Example Scenario	Invoice Number Guidelines	Example Of Invoice Number	Detail of Expenditure Text
NON-EMPLOYEE PRIZES AND AWARDS	Ralph Johnson has won an award on January 1, 2017	First three letters of the recipients last name followed by their first initial followed by the date MMMDDYY	JOHRJAN0117	Award Winner- January 1, 2017
DUES, FEES, LICENSES, PERMITS AND PREMIUMS	The permit being paid is permit number 123897 and it is good for 2017	Number referenced on the invoice plus year	12389717	Permit 123897 for 2017
RENTS, LEASES	The rent is for 25 Buick St for January 2017	Street Address plus MMMYY	25BUICKSTJAN17	Rent for 25 Buick St for January 2017
ROYALTIES	Ralph Johnson has received a royalty on January 1, 2017	First three letters of the recipients last name followed by their first initial followed by the date MMMYY	JOHRJAN0117	Royalty - January 1, 2017
HONORARIUM	Ralph Johnson has received an honorarium on January 1, 2017	First three letters of the recipients last name followed by their first initial followed by the date MMMDDYY	JOHRJAN0117	Honorarium - January 1, 2017
SUBJECT PAYMENTS	Ralph Johnson is a subject payment recipient on January 1, 2017	First letter of the recipients first name followed by the first initial of the recipients last name followed by the date MMMDDYY	JRJAN0117	Subject Payment
ENTERTAINERS	The entertainer provided an invoice with invoice number 12345	Invoice number on Invoice	12345	<i>Type of Service Provided</i>
EVENT	The place that is having the event has presented an invoice with invoice number 98765	Invoice number on Invoice	98765	<i>Nature of Event</i>
UTILITIES	The account number is 127845 and the bill is for January 2017	Account Number plus MMMYY	127845JAN17	Account number 127845 for January 2017
STIPEND	Ralph Johnson is being paid a stipend on January 1, 2017	First three letters of the recipients last name followed by their first initial followed by the date MMMDDYY	JOHRJAN0117	Stipend - January 1, 2017
OTHER	The invoice number is 12345 on the invoice	Invoice number on Invoice	12345	<i>Nature of Service</i>