

**Disbursement Request Invoice Number**

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