



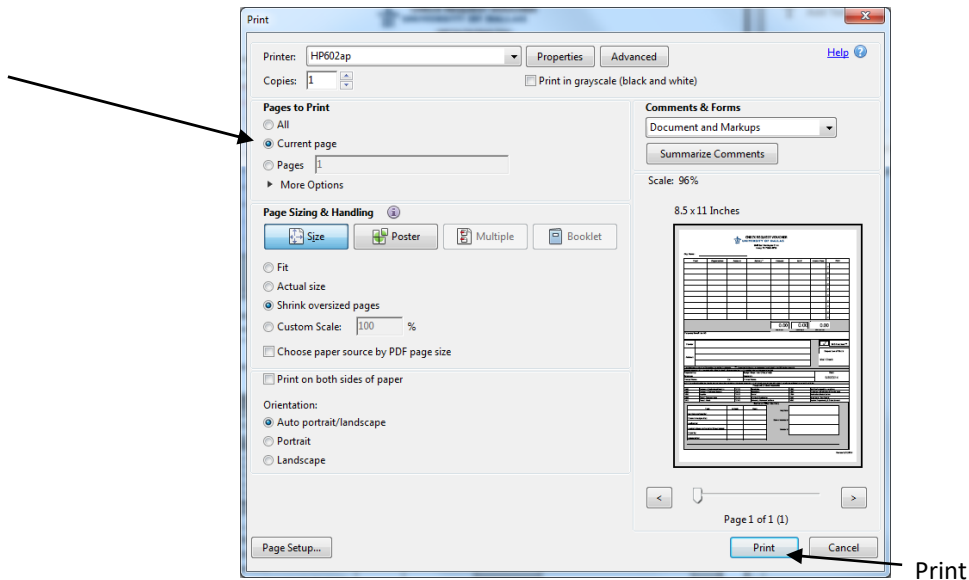


12. When you have entered all of the allocations or invoices, print the CRV:

File

Print

Select "Current Page" if printing a one-page CRV



13. The CRV must be signed by the person competing the form and the Financial Manager.

14. Arrange the documents in this order:

- i. CRV
- ii. Supplier's original invoice
- iii. Proof of receipt for goods purchased, such as a packing list.

15. Deliver the CRV to the Business Office via campus mail or walk it over to the Business Office in Cardinal Farrell Hall.