



UConn

UNIVERSITY OF CONNECTICUT



Invoice Numbering Standards for DVs

Accounts Payable

2017

Invoice Numbering Standards for DVs

If the vendor does not supply an invoice number, follow the below standards.

Payment Type	Reason Code	Invoice Number Standard if there is no given invoice number	Example
Utilities	A	Account NumberMMY	572406500851015
Transfers between CT State Agencies	B		
Awards, Prizes, & Fellowships	C	Date award given and name of award.	120512/PosterAward, 2015/WritingAward
Postal Chargers	D	Postage machine#/ Date or Acct#/Date	
Refunds	E	RFD/Type of refund	RFD/Parking, RFD/Tickets
Employee Reimbursements (Non-Travel)	F	Type of Expense & Receipt Date	CANDIDATEMEAL08/01/12
Health Center Reimbursements	G	Project number/Date	
Cash, Travel Advances, & Petty Cash	H	Type of Expense & Receipt Date	STAMPS09/15/12
Various Fees	K	Date of invoice or service	
Services	M	Use fate of service/what was done or a date range for the service. For American Express & Global Payments use merchant# and MMY no spaces or slashes	091712/MODEL, 091512/Speaker, 091012/Perform, 111512-120512. Merchant Example 0010800242675101112
Non-Employee Reimbursements	N	Date/Type of reimbursements	062615/Mileage, 091615/Supplies
Catering, Hotel, & Transportation	O	Date/Service	070115/Lodging, 080115/Catering
Medical Expenses	Q	Patience Account number/Date	
Employee Travel	T	For In State: CTDD/MM/YY For Out of State: Travel Approval Doc# Resubmitting after Disapproval: RS and invoice number	For In State: CT09/24/12 For Out of State: 52889 Resubmitting after Disapproval: RSCT09/24/12, RS58894
Local Funds Payments (BO-700's)	U	Date/Service	
Subscriptions	X	Subscription Acct#/Date	12345/10152016
Co-Sponsorships, Dues, & Rentals (non-building)	Y	Membership Acct#/Date, Date/Service	093015/Rental