

Guidelines for Creating Invoice Numbers if vendor does not provide an invoice number (“None” or “Various” are not acceptable):

Vendor/Type of Payment	Create Invoice Number Using...	Example	Example Invoice #
Employee reimbursements (i.e. local conference, instructional supplies) NEW FORM	Month and Year	Receipts for the month of October use the month and year	OCTOBER2015
Postmaster	Dept Number – date or Class Number – date or Program Number - date	Central for July 15, 2013 or Fully Financed Budget for July 15, 2013 or Human Resources for July 15, 2013	210-071513 or 3650-071513 or 160-071513
Repeat vendors with school or program account numbers (i.e. AT&T, Comcast, or Rainbow)	Account # - invoice or statement date If no acct# use school org# -invoice date	Acct #9354321 invoice date July 25, 2013 School is Adams inv. Date is July 25, 2013	9354321-072513 410-072513
Conference/workshop enrollment	Last name, First initial - first day of conference	John Smith for a July 10, 2013 workshop	SmithJ-071013
Professional Growth (i.e. membership dues, professional materials)	Last name, First initial - date the membership or subscription ends	Janet Jones for MASA dues for July 1, 2011 through June 30, 2013 (This is when we are paying directly to the organization)	JonesJ-063013
Subscriptions	Last name, First initial - ending date of subscription	Betty Johnson subscription for September 1, 2011 through May 31, 2013	JohnsonB-053113
Activity and athletic event registrations	School Dept Number - activity - date of the event	Boys track for Central on May 2, 2013	210-BTRACK-050213
Independent Contractors	Ending date of service provided	Office Professional for computer programming Oct 1-Oct 31, 2013	103113
Scholarships to Students	Last name and first name initial of the student dash award date	Anne Johnson awarded 5/15/13	JohnsonA-051513

If you receive a warning message stating that you have a duplicate invoice, please click “OK” and contact accounts payable staff. Please send them an email with the invoice number and vendor name and tell them that you are receiving a duplicate invoice number message. Your voucher will be saved but held until accounts payable staff research the invoices and either delete the duplicate or determine that the second invoice is not a duplicate and process the voucher.

Do **NOT** modify the invoice number in order to avoid the warning message.

Do not use “space or special characters and use only six digit date MMDDYR (070114 or 123114)