

Use One Speed Type per Form; Staple form together with invoices and return to the Controller's Office

From: _____ / _____
(Prepared by / Telephone Number)

Approval: _____
Signature Principal Investigator or Authorized Delegate (on file)

The invoice(s) listed below are expenses that relate to the approved activity of the account. Charge my account and credit the department that provided the items or service on the attached invoices:

University of Massachusetts Amherst

| | | | | Informational/Optional | | | | | | | |
|-----------------|--------------------|-------------------|-------------------|------------------------|---------------------|-------------|------------------|----------------------|-----------------|-------------|-------------------|
| GL Unit (*1) | Speed Type (*6) | PS Acct # (*6) | Fund Code (*5) | Dept ID (*10) | Proj/Grant (*15) | Prg (*3) | Inv Date (*8) | Description (*20) | Amount (*13) | D/C (*1) | Invoice # (*7) |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

GL UNIT = A - UMAMH B - UMBOS C - UMCEN D - UMDAR L - UMLow W - UMWOR