



## IN LIEU OF INVOICE FORM

### INSTRUCTIONS:

1. Use this form *if required by your school/unit* when other documentation (i.e.: supplier invoice, award letter, speaker/presenter agreement, registration form) is not available
2. Create a Payment Request (PR) in B2P
3. Invoice Number format must be the following to prevent duplicate payments:  
SUPPLIERNAME+DD+MMM+YY (e.g. JOHNHARVARD03APR20)
4. Upload this form to your B2P PR

### INVOICE NUMBER\*:

(25 character limit)

\*Format: SUPPLIERNAME+DD+MMM+YY (e.g. JOHNHARVARD03APR20) for an invoice from supplier John Harvard dated 4/30/20. **Exclude lower case, special characters, dashes, and spaces.**

### INVOICE DATE:

### PAYMENT AMOUNT:

### SUPPLIER NAME:

*(Must match supplier name on B2P requisition.)*

### TYPE OF TRANSACTION:

*(Line description in B2P must be as detailed as possible supporting reason for payment.)*

### ADDITIONAL INFORMATION:

**Required** when "Other" is selected as Type of Transaction. May also be used to give additional payment details.

### LOCATION OF ACTIVITY:

### COUNTRY (IF OUTSIDE U.S.):

### DATE(S) OF SERVICE/ACTIVITY:

### FORM PREPARED BY:

Visit the [B2P FAQ page](#) for further resources