

Filling out the CRV form

The CRV is a one or two-page form. If you have 10 or fewer lines of coding, complete just the first page. If you have more than 10 lines of coding, you will need both pages. If you need more than 40 lines, contact the Business Office for instructions. More than one invoice can be submitted for payment on each CRV.

You can [TAB] between fields in the CRV form.

1. Org. Name (Required): Enter your Organization's, or Department's, name. Examples would be *Business Office* or *Drama*.
2. Purpose/Benefit to UD (Required): Enter the purpose or benefit to the University. This should be a short description such as *Window envelopes* or *Costumes for "Othello"*.
3. Vendor Name (Required): Enter the name of the vendor as it appears on their invoice. The check will be made payable to this entity.
4. Address. Enter the Remit-to address as indicated on the vendor's invoice.
5. If a W-9 form is attached, click to check the box. A completed W-9 from new vendors must be on file before the CRV can be processed.
6. Indicate how we are to deliver the check by clicking on the appropriate radio button to select "Mail" or "Hold for Pick-up". "Hold" checks are available after 12:00 noon the following Friday in the Business Office. "Mail" checks will be sent by First Class mail, no sooner than the following Friday, to arrive by the due date.

CHECK REQUEST VOUCHER
UNIVERSITY OF DALLAS
 1845 East Northgate Drive
 Irving, TX 75062-4799

Org. Name:

Fund	Organization	Account	Activity*	Amount	Invoice Number	Invoice Date	PO Number
9							
10							
0.00 0.00 0.00 <small>Enter amount</small> <small>Enter amount</small> <small>Enter amount</small>							

Purpose/Benefit to UD

Vendor	W-9 Attached **
Address	Disposition of Check
<input type="checkbox"/> Mail <input type="checkbox"/> Hold for Pick-up	

* Action # is optional if it is used by only certain departments. ** Completed W-9 form must be received before CRN can be processed.

Comments must be completed with original documents. When payment for products or services is made, attach a copy of receipt.

Prepared by: Printed Name	Signature Budget Supervisor (Required): Printed Name
Date 1/9/2015	

Budget supervisor's/Unit Head's name must be the same as the one provided on this request. Incomplete or inaccurate information can result in denial of the request.

7 Ext 8		
Budget Frequently Used Accounts		
71100 Contracted Professional Services	71060 Advertising	72703 Conferences and Professional Development
71103 Contracted Software Licenses	71802 Rental - Other	72704 Departmental Subscriptions
71200 Supplies	71991 Printing and Publication	73101 Non-Capital Equipment
72200 - Transportation	72599 Other Professional Services	73402 Student Programming
71500 Hospitality	72962 Professional Licenses and Dues	

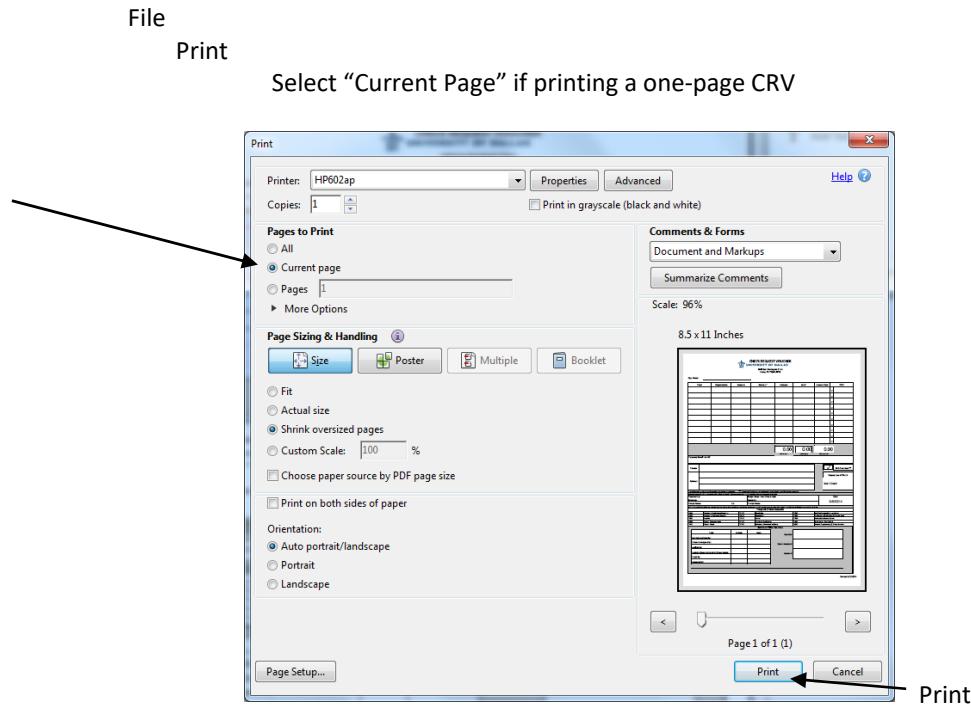
Business Office Use Only

Task	Initials	Date
Pay Date Assigned by:		
Vendor # Assigned by:		
Audited By:		
Fund/Org/Act/ reviewed by (if applicable):		
Keyed by:		
Approved by:		
Pay Date:		
Banner Invoice #:		
Vendor #:		

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7. Type in the name of the person completing the form [TAB] and their UD phone extension (Required).
8. Type in the name of the person approving the form. This should be the Financial Manager (Required).
9. Enter the Fund, Organization, and Account codes for the allocation of the invoice. Enter the Activity Code, if any. Enter the amount of each allocation. Enter the vendor's invoice number and the invoice date. Enter the UD Purchase Order number, if any. You can [TAB] from field to field.
10. Continue entering a line for each allocation or for each invoice submitted on the CRV. When completed, the CRV Grand Total to the right in the center of the page must match the total of the invoice(s) entered.
11. If there are more than 10 lines to allocate, you will [TAB] directly to the second page. The total from the second page is included with the total from the first page by the form.

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



13. The CRV must be signed by the person completing 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.