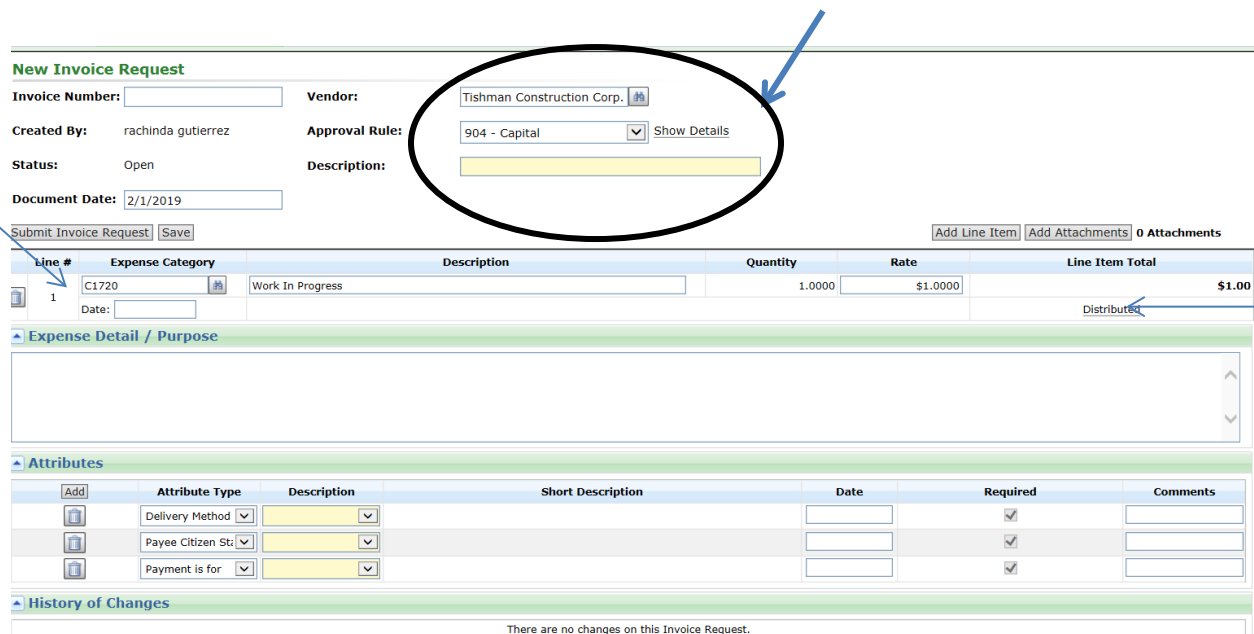


## Web Invoicing and Submitting Capital Purchases


Within Web Invoicing, the following process should be used:

- Prior to scanning and uploading, please have the authorized signer for that department sign off on the invoice. (This avoids the signer having to sign off in Web Invoicing later.)
- “Approval Rule” select this approval path 904-Capital
- “Expense Category” Select C1720 “Work in Progress”
- “GL Account” enter this budget account of 2-904-1720
- “Project” Select 0
- “Class” Always select Unrestricted Net Assets

If you need clarification as to what qualifies as capital, please contact Connor Fink at 617-585-1209.



**New Invoice Request**


Invoice Number:  Vendor: Tishman Construction Corp. 


Created By: rachinda.gutierrez Approval Rule: 904 - Capital

Status: Open Description:

Document Date: 2/1/2019




0 Attachments

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	C1720 	Work In Progress	1.0000	\$1.0000	\$1.00

Date:  Distributed 

**Expense Detail / Purpose**

**Attributes**

Add	Attribute Type	Description	Short Description	Date	Required	Comments
	Delivery Method <input type="text"/>	<input type="text"/>		<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
	Payee Citizen St: <input type="text"/>	<input type="text"/>		<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
	Payment is for <input type="text"/>	<input type="text"/>		<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>

**History of Changes**

There are no changes on this Invoice Request.

**Edit Distribution** ✕

Detail View ▼ Add Distribute Evenly Check Budget Load Default Distribution Amount to Distribute: \$0.00

Amount: \$1.00 GL Account: 2-904-1720 Work In Progress-Controller's Office Distribute Evenly

Amount to Distribute: \$0.00

Add	Amount	Project	Class
	\$1.00	0	Unrestricted Net Assets ▼

OK Cancel