

Invoice Numbering Guidelines

*Invoice numbers should not include hyphens, spaces or special characters (#, !, *, & etc.)

Document Received without an Invoice #	Use the convention below for the Invoice # Creation (Maximum 15 Characters)
Account # Available	AccountNumberMMYY
Reference # Available	ReferenceNumberMMYY
Book Purchase (Library)	MMYY BOOKS
Periodicals (Library)	MMYY PERIODICAL
Journals (Library)	MMYY JOURNAL
Memberships	MMYY MEMBERSHIP
Registrations	MMYY REG
Permit Renewals	MMYY PERMIT
Subscriptions	MMYY SUB