



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. JOHNNHARVARD03APR20)
4. Upload this form to your B2P PR

INVOICE NUMBER*:

(25 character limit)

*Format: SUPPLIERNAME+DD+MMM+YY (e.g. JOHNNHARVARD03APR20) 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.)

LOCATION OF ACTIVITY:

COUNTRY (IF OUTSIDE U.S.):

DATE(S) OF SERVICE/ACTIVITY:

FORM PREPARED BY:

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

Questions: AP_CustomerService@harvard.edu