DOCUMENT TYPE AND NUMBER:

1. Payment Voucher	PV	__ __ __ __ __ __ __ __ __ __
2. Intra-institutional Voucher	IV	__ __ __ __ __ __ __ __ __ __
	REF POB#	__ __ __ __ __ __ __ __ __ __
3. Cash Receipt Cor:	CR1	__ __ __ __ __ __ __ __ __ __
4. Journal Entry	JVS	__ __ __ __ __ __ __ __ __ __

FOR PVs ONLY:

VENDOR NAME: _____

VENDOR CODE: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

USNH CUFS DOCUMENT COVER SHEET

Instructions:

For PVs: (1) Enter in CUFS (documents must be error free, have the appropriate level of approval applied, and be in **NDH** (hold) status on SCANDDB). (2) Attach all supporting documentation to cover sheet. (3) Obtain authorized departmental signature and phone number of person who can answer questions pertaining to the transaction. (4) Send via campus mail or deliver to **Box 8, Controller's Office.**

For IVs (1) Enter in CUFS (all documents must be in **NDH** (hold status on SCANDDB). (2) All Ivs must reference a POB. (3) Attach print screen of IV document and supporting documentation to Cover Sheet and send via campus mail to **Box 7, Controller's Office**

For CRs/JVs (1) Enter in CUFS (all documents must be in **NDH** (hold status on SCANDDB). (2) Do a print screen of document. (3) Attach printout and supporting documentation to Cover Sheet and send via campus mail to **Box 6, Controller's Office.** The Campus Business Administrator will need to sign off on CRs/JVs that affect more than one fund.

See additional coding instructions in CUFS User Documentation

RESPONSIBLE PERSONS: **DATE**

Authorized Departmental Signature: _____ _____

Contact Person's Phone Number: _____ _____

Dean/Dept.Head Signature: _____ _____
(if applicable)

Campus Business Administrator's Approval: _____ _____
(if applicable)

FOR CONTROLLER'S OFFICE USE ONLY

APPROVED AND UPDATED BY: _____

DATE _____

FORM# USNH-F35 Dated: 5/1/90
Revised: 4/9/91