### 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:

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSONS:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Departmental Signature:</td>
<td></td>
</tr>
<tr>
<td>Contact Person's Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Dean/Dept.Head Signature:</td>
<td></td>
</tr>
<tr>
<td>Campus Business Administrator's Approval:</td>
<td></td>
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</tbody>
</table>

### FORM# USNH-F35

**Dated:** 5/1/90

**Revised:** 4/9/91