Freezer

Freezer for storage of research samples in Dr.Smith's lab.

E

Chrome River User Manual

INVOICE - 5 W'S

WHO	This is typically answered by the employee submitting the invoice. If you purchased items for another department, include the department's name in the Business Purpose.
WHAT	This is usually answered by the attached supporting documentation, as well as, the account code selected for the expense line. Please provide a description of items that are hard to identify based upon the invoice information (i.e.: if invoice listed 23/32 in x 2 ft. x 2 ft.- enter sheet of plywood)
WHERE	List the department, program, or building location associated with the purchase.
WHEN	The invoice date will often identify the when. If not, you can include the dates in the Business Purpose field.
WHY	