



UNIVERSITY OF WASHINGTON

# REQUEST FOR ARCHIVED JVS, INVOICES AND CHECKS

FINANCIAL SERVICES, BOX 351120

## CONTACT INFORMATION

First Name		Last Name	
Department	E-Mail		Box Number
Phone Number		Fax Number	

### JV REQUEST (Journal Vouchers)

**Enter JV Numbers**

Instructions: Enter a JV number, budget number, amount, month and year for each entry, then click "Add Number". To remove a number, simply delete it where it appears below. When you are done adding numbers, click "Submit All JVs".

NOTE: Enter up to 64 JV numbers.  
Use a second form to add more.

### INVOICE REQUEST (DSI Numbers)

**Enter DSI Numbers**

Instructions: Enter a DSI number and a document type, then click "Add Number". To remove a number, simply delete it from where it appears below. When you are done adding numbers, click "Submit All DSIs".

NOTE: Enter up to 64 DSI numbers.  
Use a second form to add more.

### CHECK COPY REQUEST

**Enter Check Numbers**

Instructions: Enter a check number, clear date and purge date, then click "Add Check". To remove a number, simply delete it where it appears below. When you are done adding numbers, click "Submit All Checks".

NOTE: Enter up to 30 check numbers.  
Use a second form to add more.