



# Chrome River User Manual

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BUP 96089 Manufact 0310 w 055 (A) 2102D (6) (6) 216) (6s) 3 (4) (6) (6) 7

Freezer



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



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## INVOICE - 5 W'S

<b>WHO</b>	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.
<b>WHAT</b>	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)
<b>WHERE</b>	List the department, program, or building location associated with the purchase.
<b>WHEN</b>	The invoice date will often identify the when. If not, you can include the dates in the Business Purpose field.
<b>WHY</b>	