

JZRO Request Form

Document Information: *Select document type and enter document number being reference for JZRO*

☐ Invoice Doc # I _____

☐ Pcard Doc # S _____

Vendor Name: _____

FOAPAL Information: *Identify the FOAPAL(s) that was charged and FOAPAL(s) that needs to be charged*

	<u>FUND</u>	<u>ORG</u>	<u>ACCT</u>	<u>PROG</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
FOAPAL that was charged:	_____	_____	_____	020	_____	_____
Additional Line if necessary:	_____	_____	_____	020	_____	_____
Additional Line if necessary:	_____	_____	_____	020	_____	_____
FOAPAL to be charged:	_____	_____	_____	020	_____	_____
Additional Line if necessary:	_____	_____	_____	020	_____	_____
Additional Line if necessary:	_____	_____	_____	020	_____	_____

Explanation: *Must identify the reason for the request*

Submit: *Submit via email by saving document to your desk top. Then go to File, Send To, Mail Recipient (as Attachment)*

Invoice Business Office - Accounts Payable, MS 1603

Pcard Purchasing Office, MS 1601