Use this form to request setup and/or modification of transaction types or contact information.

If the **E-Mail button** is not response, please save the completed PDF and e-mail to AR_setup@harvard.edu.

E-Mail Form to AR

From*

Phone*

Name of Transaction Type*

Description*

Revenue Account

Revenue Account Number may be overridden during invoice entry. Provide either all segments (except for object) or no coding. Coding for each invoice line needs to be entered.

Invoicing Department

Invoicing Department prints on invoices as Billing Department.

Contact Phone

Contact phone number print on invoices for customers to call with questions.

Contact Name^

Contact name does not print on invoices.

Address^

Fax Number^

E-mail^

* Required Field
^ Internal Use Only. Does not appear on invoices.