



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

E-Mail Form to AR

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

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.

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