

EXPENSE FUNDING

Chrome River



All in one!

Customer Work Order is required for Billables ONLY
Work Order-Phase, Shop

BILLABLES

1st line: FM Revolving PTAO

2nd line: Charging Org

OVERHEAD

1st line: FM Revolving PTAO

2nd line: Charging Org

Enter your RECEIPT date.

Spent	2,000.00	USD
Description	Mechanical and Aerospace engineering thermostat controller with timer and alarm	
Merchant	grainger	
Expense Type	Building/Grounds Materials and Services	
FM Work Order # <small>Optional</small>	2867845-001,157	
Company Paid	<input type="checkbox"/>	
Personal/Non-Reimbursable	<input type="checkbox"/>	

Allocation

101458-101 SG00045 FM-OTPS-Revolving-Task 1
20199 FM-McCormick Rd Zone

[+ Add Allocation](#) [≡ Presets](#)

RESOURCES

Chrome River Contacts

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Purchase Order Contacts

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Mavis Dickerson
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Fiscal/Budgetary Contacts

HSPB
Operations
Management Services

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Project Services
FP&C

Kelli Craddock
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Energy & Utilities

Debbie Thacker
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Supporting Documents:

Marketplace Instructions

Complete UVA Expenditure List

Work/Project Expenses:

Customer Work Order is required.

1st line: FM Revolving PTAO
2nd line: Charging Org

Other Equipment and Supplies

Date: 04/02/2019

Enter your RECEIPT date.

Spent: 2,000.00 USD

Description: Mechanical and Aerospace engineering thermostat controller with timer and alarm

Merchant: grainger

Expense Type: Building/Grounds Materials and Supplies

FM Work Order # (Optional): 2867845-001,157

Company Paid:

Personal/Non-Reimbursable:

Allocation

101458-101 SG00045 FM-OTPS-Revolving-Task 1
20199 FM-McCormick Rd Zone

+ Add Allocation Presets CREATE PRESET

Attachments (0)

Drag image here to upload Add Attachments

Shop/Employee Expenses:

No work order needed. Leave blank.

1st line: NEW Division PTAO
(click box to search for new PTAO)
2nd line: Charging Org

The screenshot shows a software interface for creating an expense entry. At the top right, there are '+ New', 'Cancel', and 'Save' buttons. The title 'Office Supplies' is displayed with a printer icon. The form fields are as follows:

- Date:** 04/02/2019
- Enter your RECEIPT date:** (empty text input)
- Spent:** 1,000.00 USD
- Description:** White board for Blake Watson new office
- Merchant:** Cruz Enterprise supplies
- FM Work Order # (Optional):** (empty text input, highlighted with an orange border)
- Company Paid:**
- Personal/Non-Reimbursable:**

The **Allocation** section contains a table with one row:

Allocation
20140 FM-Financial Operations

Below the table are buttons for '+ Add Allocation', 'Presets', and 'CREATE PRESET'. At the bottom, there is an 'Attachments (0)' section with a 'Drag image here to upload' area and an 'Add Attachments' button.