

CALIFORNIA INSTITUTE OF TECHNOLOGY

PAYMENT SERVICES

Payment Request Abbreviation Coding

(When an invoice number isn't available)

Invoice Code	Payment Type
AD	Advance
ADV	Advertisement
AW	Award
AL	Allowance
BN	Benefit (Payroll)
BD	Savings Bonds (US)
CITxxxx	DMV Renewal (CITyear, vehicle#) i.e. CIT2010114
CN	Contribution/Affiliation Support
DM	Debit Memo (To record supplier refunds)
DP	Deposit
DU	Dues
FD	Funding
FE	Governmental Fees & Instructor Fees
HN	Honorarium
INS	Insurance
INT	Interest
LY	Levy (Income Tax)
LN	Loan
PA	Payables stale dated reissue (Follow by original check #)
PR	Payroll stale dated reissue (Follow by original check #)
PB	Publication
PE	Garnishment (PE = Pay Period Ending Date/Employee's last name) i.e. PE053010SMITH for garnishment of Smith's pay period ending 5/30/10.
PS	Postage
PZ	Prizes
RM	Reimbursement
RMxx	Petty Cash Reimbursement (xx = custodian initials) Note: use "SETUP" to establish & "CLOSEOUT" for closing petty cash funds
RG	Registration
RF	Refund
RFD	Student A/C Refunds (Bursar)
RSV	Reservation
RY	Royalty
RN	Rental
SB	Subscription
STP	Stipend
STM	Settlement (legal)
SV	Service
TRN	Transfer
TU	Tuition
TX	Tax
TXxxxx	Property Tax (TXyear, Bill/Invoice#) i.e. TX201015207
VPxxx	Vanpool Subsidy (VPmonth, year and follow by A, B, etc.. if multiple requests) i.e. VPFEB10A, VPFEB10B, etc..