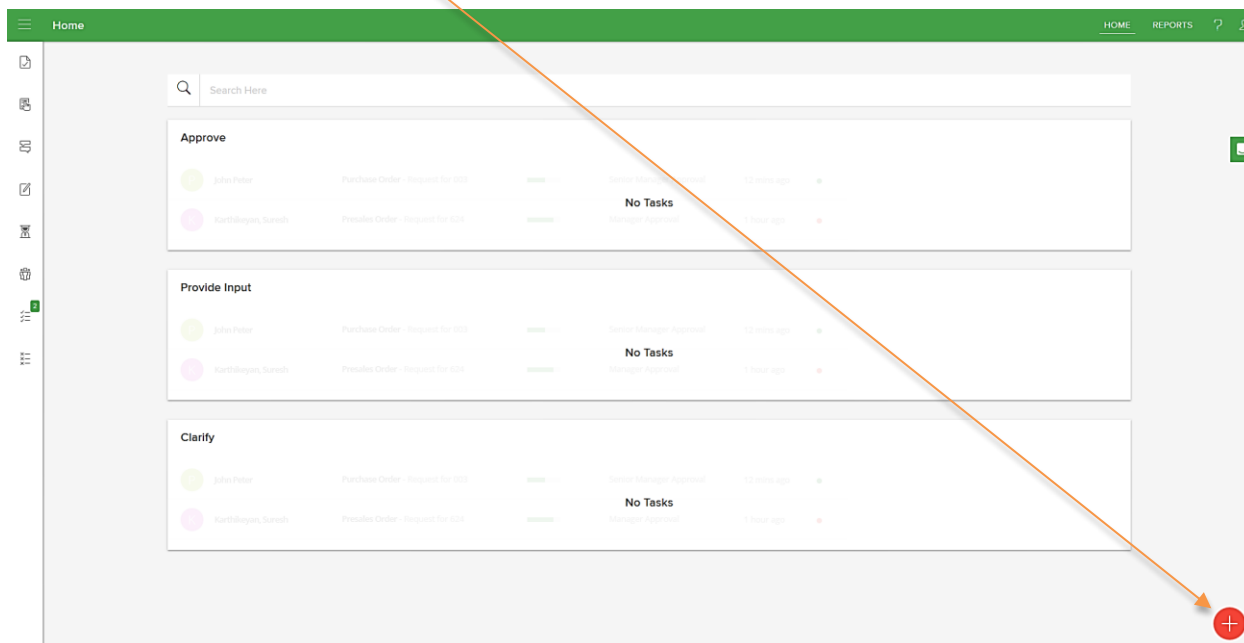
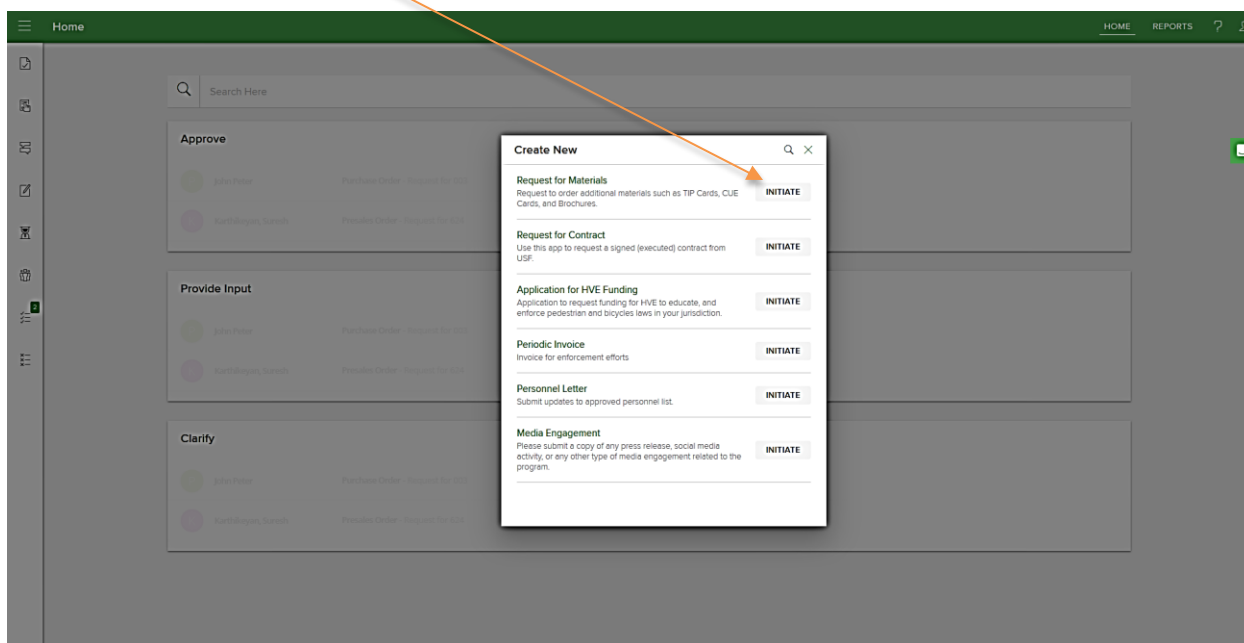


To start an App, click the **RED** plus sign at the bottom right of your screen.



Next, click the **“INITIATE”** button next to the App you wish to begin.



Fill out the form as instructed. When finished click **"SUBMIT"** at the bottom right corner of the page.

Periodic Invoice - Request from acc2@mail.usf.edu

0%

Invoice Submission

Agency Name *

Invoice Number *

Requesting Date *

Click add row to add a new officer

Officer Name*	Hours Invoiced*	Hourly Rate*	Officer Total
			N/A

ADD NEW ROW

Supporting Documents

Please attach supporting documents (time sheets, payroll, etc.) *

ATTACH FILES

DELETE **SAVE** **SUBMIT**

Once submitted, you can check on the status of your submission by clicking this ICON. This icon will open up a Toolbar Window Pane from the left side. See next page below.

Home

HOME REPORTS ?

Search Here

In Progress

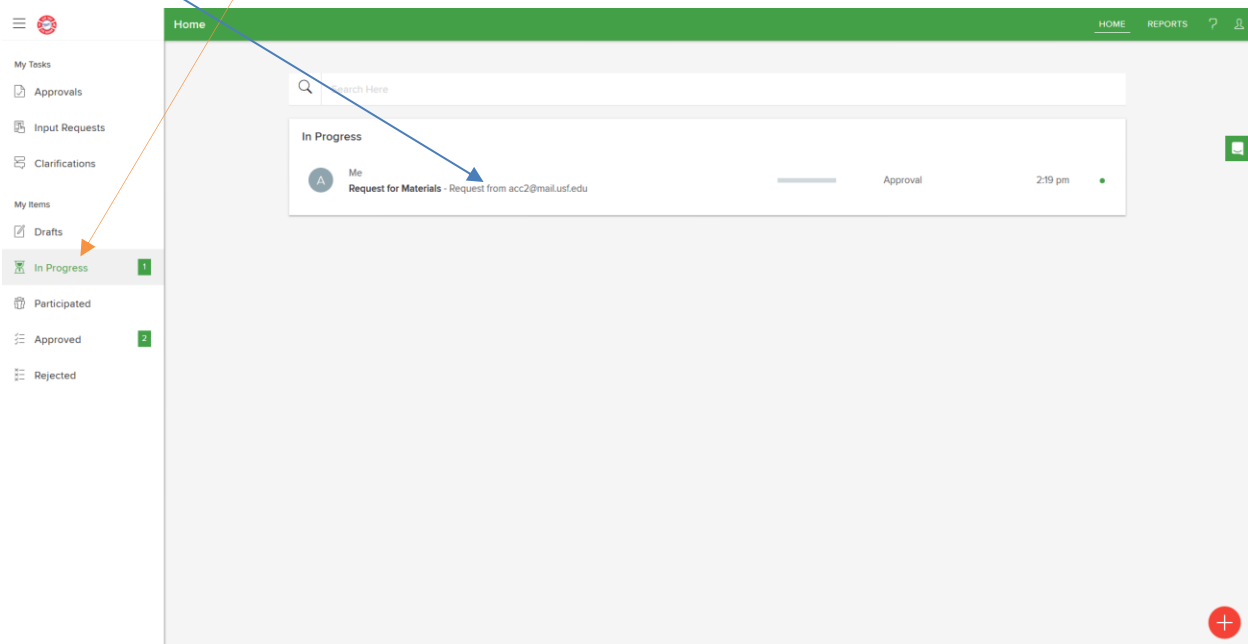
Me

Request for Materials - Request from acc2@mail.usf.edu

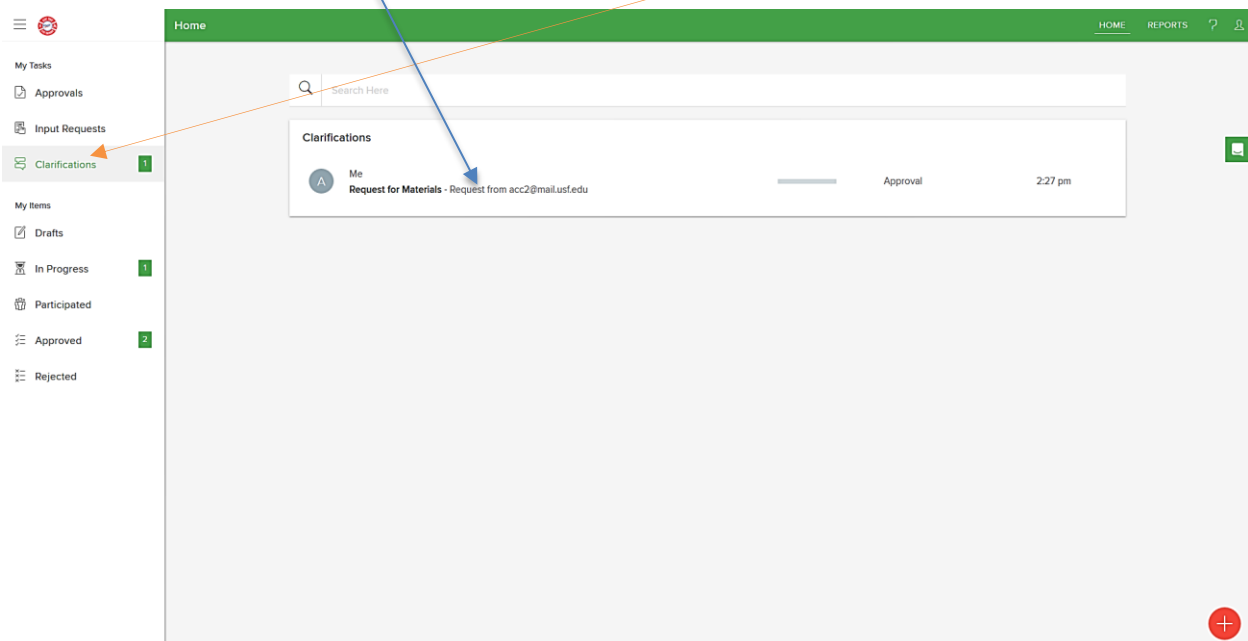
Approval 2:19 pm

+

From here, click on “In Progress” to check items submitted. You will be notified when your submission is Approved, Rejected, or if Clarifications are required. You can view what’s In Progress by clicking on email address here.



If questions arise or if something else is needed to process your submission, clarification will be requested. You can see any outstanding Clarifications requests by clicking the “Clarifications” icon on the left toolbar. Click on email address to view Clarifications messages.



You will find clarifications requests messages under the **“Most Recent Comment”** heading at the bottom left of the page. To reply, type your comments under the **“Comments”** heading, and attach any requested documents under the **“Attachments”** heading. Click **“RESPOND”** located at the bottom right of the page when ready to send.

You can view submissions that have been **“Approved”**, or **“Rejected”** by selecting their respective icons on the left toolbar and following instructions from page 3 above.