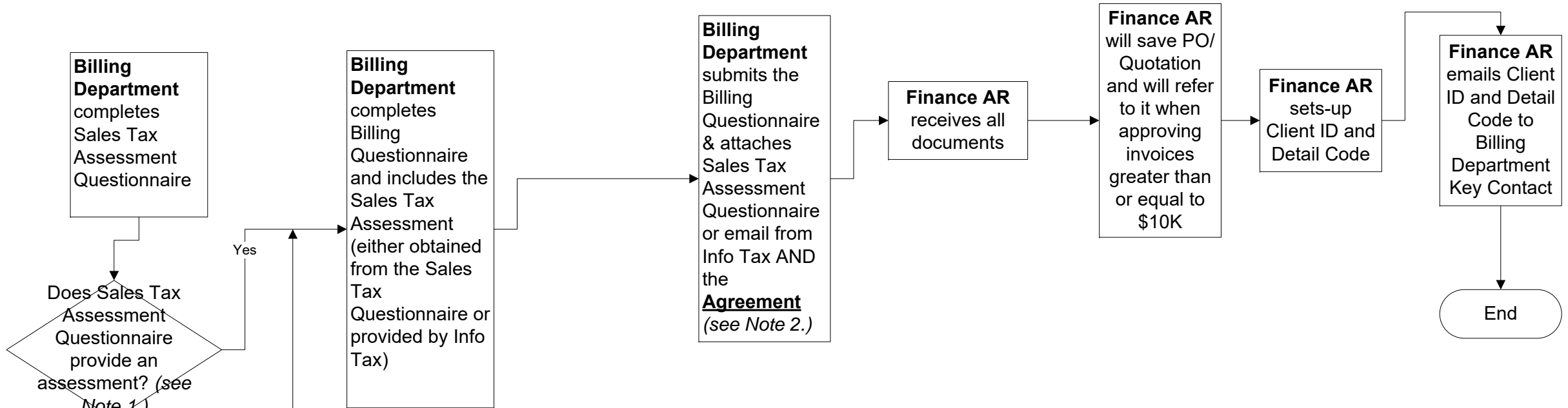


Finance AR Process

Steps to Follow when Submitting Billing Questionnaire



Notes:

1. If status is deemed to be Tax Exempt, Billing Department is responsible to keep documentation (if any) on file.
2. The **Agreement** represents one of the following:
 - 1. Contract signed as per the [Policy on the Approval of Contracts and Designation of Signing Authority](#) with a Purchase Order.
 - 2. Contract signed as per the [Policy on the Approval of Contracts and Designation of Signing Authority](#) without a Purchase Order.
 - 3. Quotation confirmed by Third Party with a Purchase Order.
 - 4. Quotation confirmed by Third Party via email.

Finance AR Process

Steps to Follow when Submitting New PO or Revised PO/Quotation.

