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Examples of document submissions and how they should be referenced

Date Submitted	Department Name	Document Type	Document Reference	Vendor/ Payee	Delivered by: Print Name	Signature
3/23/2013	Agriculture	Requistion	R0012345	Sally Johnson	Mary Jane	
3/23/2013	English	Invoice	ABC Co. Z1234W		Joe Smith	
3/23/2013	Engineering	Encumbrance	E0012345 Travel		Zach Posen	
3/23/2013	Financial Aid	Scholarship Letter	Student Name(s)	H Brown	Jane Smith	
3/23/2013	Public Safety	Memo	Debt removal		Kim Kimble	
3/23/2013	Library	Memo	Fines for "Term and Year"		Jonathan Antin	
3/23/2013	Engineering	Encumbrance	E0012346 Student Stipend		Donald Trumpet	

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