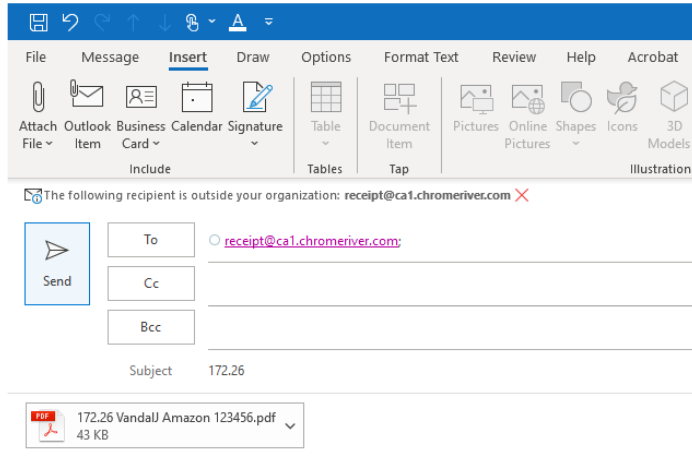


Chrome River | Emailing Receipts Directions

Emailing receipts for expenses on your p-card:

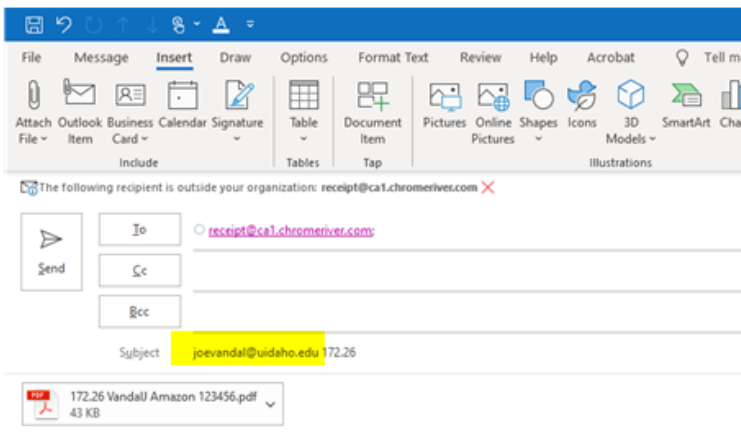
1. To: Send the email to receipt@ca1.chromeriver.com
2. Subject: Enter the amount of the purchase into the subject line without the \$ symbol. (e.g. \$172.26 would be 172.26)
3. Body: Add a very brief description and the index to charge. This needs to be short and only on the first line of the email. (e.g. Robotic arm for research. Index 123456)
4. Attachment: Attach .pdf file of receipt



Robotic arm for research. Index 123456

Emailing receipts for expenses on another person's p-card.

1. To: Send the email to receipt@ca1.chromeriver.com
2. Subject: Add the **UI email address of the person** you are sending a receipt to in CR followed by the amount without the \$ symbol (e.g. joevandal@uidaho.edu 172.26)
3. Body: Add a very brief description and the index to charge. This needs to be short and only on the first line of the email. (e.g. Robotic arm for research. Index 123456)
4. Attachment: Attach .pdf file of receipt



Robotic arm for research. Index 123456