

Research & Budget Center

Naming Convention for Documents Submitted through SharePoint (effective 8/26/21)

A few examples have been provided

Payment Requests:

PR, \$ Total amount, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Example: PR, \$350.13, SON AMCP, T. Keller

LPAF:

LPAF, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Example: LPAF, SW ML, H. Diaz

PAF:

PAF, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Example: PAF, PHS JV, H. Diaz

PEF Excel Template (Preliminary EPAF – Excel Version)

PEF, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Example: PEF, SOC NH, ExcelVarious

PEF PDF form (Preliminary EPAF - for one person):

PEF, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Example: PEF, SOC NH, J.Smith

Signature Authority:

Sig.A, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Travel Expense Report:

TER, \$ Total Amount, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Procurement Card Maintenance/Application:

PCMain/PCApp, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Computer Systems Access:

CSA, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Door Key Request/Access:

DKR/A, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Time Sheet Org Change:

TimeSheetOC, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Foundation Vouchers:

FV, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Banner Detail Code Request Form:

BDCR, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Check Release:

CR, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Inventory Change Request:

ICR, Dept. & Requestor Initials, Person Affected First Initial, Last Name

New Activity/New Fund Number:

NA/F, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Direct Pay for Vendor Payments:

DPforVP, \$ Total Amount, Dept. & Requestor Initials, Person Affected First Initial, Last Name

Electronic Labor Redistribution (ELR):

ELR, Dept. & Requestor Initials, Person Affected First Initial, Last Name