

**From:** [Insert Name & Email]

**Sent:** [Insert Date & Time]

**To:** [Insert Name & Email]

**Subject:** PPM Contract Invoices Transfer Accepted for [Insert Date] for [Insert Name]

**Attachments:** PPM Contract Invoices Accepted for [Insert Name].pdf

Attached is a list of the invoice(s) that have been accepted. You can now view the invoice(s) in AR and submit to your external customer as needed.

Thank you,  
UCSD Project Portfolio Management Strategic Design Team  
BFS Financial Operations  
[ppmsd@ucsd.edu](mailto:ppmsd@ucsd.edu)

**PPM Invoice Acceptance Report**

*Time Run: 01/30/2023 10:08 PM*

Contract Number	Customer Name	PPM Invoice #	AR Invoice #	Invoice Amount	Invoice Status	Event Completion Date
123456	Insert Name	4	654321	\$1,610.00	Accepted	09/30/2022
123456	Insert Name	4	456789	\$10,036.00	Accepted	10/31/2022

Example