# Physics Wire PDF Checklist

PR/NR# Prepared by:

U.S. Currency Wire

Completed wire transfer authorization form Approved PR/NR

Invoice/receipts

Completed non-employee reimbursement form (NERF, for NR’s only)

HCOM transaction summary report highlighting closed PO and received quantity

Foreign Currency Wire

Completed wire transfer authorization form Approved PR/NR

Invoice/receipts

OANDA currency conversion document with 10% increase calculation Completed non-employee reimbursement form (NERF, for NR’s only)

HCOM transaction summary report highlighting closed PO and received quantity

Please complete this checklist and include it as the second page in your wire PDF

(after the wire transfer authorization form) to be sent to Gerry Byrne for approval.