2 Step Process for Direct Expense

1. After the form is completed/approved – open the Direct Expenditure form request:

![Direct Expenditure Form]

2. Click on the invoice number on the left:

![Invoice Number]

3. Once the invoice is open, you can do the following:
   a. Click Review box at the top right to review the form.
   b. Click edit at the line level to:
      i. Select a contract on the line item if applicable.
      ii. Select an exemption on the line item if applicable.
4. When finished editing, click Complete at the top right.