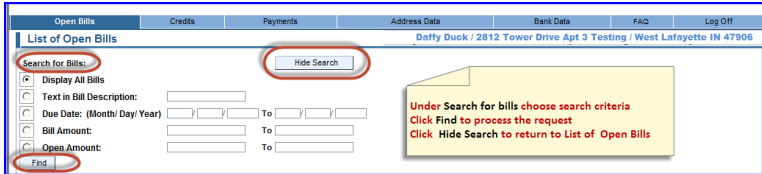


**How can I find an old bill?**

- A. Choose **Open Bills** from the menu bar
  - 1. Under **List of Open Bills** go to the far right and click **Find Bills**



- 2. Under **Search for Bills**, choose search criteria
- 3. Click **Find**
- 4. Click **Hide Search** to return to Open Bills



- 5. Paid bill(s) are automatically removed from the list and are no longer available for printing
  - a) If you need a copy of an old invoice please call the Central Accounts Receivable Office at 765 494 -9459 or email ar@purdue.edu
  - b) Be sure to have and/or include your User ID, name, along with the request for an invoice