

Rutgers Employee Guide to Submitting Payments to Training Center

- An invoice will be generated and sent to the Supervisor specified during registration.
- For students being charged through the RWJBarnabas Health AP system, the invoice must be signed and returned with the cost center to be charged indicated on the signed invoice. Returning the invoice without signature or cost center will delay issuance of student cards.
 - Charges for signed invoices will be sent to internal treasury monthly and the cost center indicated charged for the class.
 - **Do not enter requisitions into PeopleSoft.**
- Students being paid for by check please be advised we will not issue ecards until payment has been received.
 - Please use the Rutgers Vendor **#P10209462**.
 - Payment must be sent to the address below.

RWJ Health Network

379 Campus Drive

Mailbox 25

Somerset, NJ 08873

- Any questions about billing please feel free to reach out to mobilehealthfinance@rwjbh.org