

Good Afternoon All – effective March 1, 2022, Airgas Invoices for Monthly Cylinder Rental do **NOT** have to be attached in Intersect. However, because Intersect requires an attachment, please use this [Placeholder PDF](#) in lieu of an invoice.

The **Notes** field in Intersect must reflect the following:

- RENT [ACCT #]

To locate this information, follow the instructions below:

Scroll to the **Transactions** heading

- Locate the Airgas transaction, and **click the line item** to select it (line will turn light blue)
- Click on the **Billing Details** button

Transactions

Merchant Details | **Billing Details** | Transaction Details | Split Transaction | Expense Category | Receipts

< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	Reviewed	Approved	Second_approval	Post.Date	Transaction Date	Acct	Name	Employee ID	Merchant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/2/2021	9/1/2021	1478	ADMIN, UAB FA		AIRGAS USA, LLC

Notes  
Split Transaction - 60/40 - see notes in split transaction. Amy Smith

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Review **Billing Details** to determine which **Airgas Account** made the purchase

**Billing Details** [X]

**General**

Billing amount: **5,973.46 USD**  
 Sales tax amount: **0.00 USD**  
 POS (Point of Sale) surcharge source amount: **0.00 USD**  
 POS (Point of Sale) surcharge billing amount: **0.00 USD**

Merchant: **AIRGAS USA, LLC**  
 Transaction date: **09/01/2021**  
 Posting date: **09/02/2021**  
 Customer reference number: **RENT 0000000** ←  
 Purchase ID: **243154536687**

**Purchasing**

Purchase order number: **Unavailable**  
 Merchant invoice number: **Unavailable**  
 Purchase ID: **Unavailable**

**Purchases**

Description	Quantity	Total
CYL HELIUM INDUSTRIAL 200	31.0000	2.29 USD
CYL HELIUM INDUSTRIAL 150A	31.0000	4.28 USD

**Customer reference number** will display 1 of 3 things:

1. RENT [Acct#]
2. PI Name + Date
3. BuyUAB PO#

This exception **only** applies to Airgas Monthly Cylinder Rental Invoices and shall be rescinded if/when Airgas can deliver invoices via email.