



Accounts Payable

Document Submission Guidelines

All documents processed through Accounts Payable are scanned for record retention purposes.

In addition to vendor invoices all Mileage Reimbursements, Payment Requests, Reimbursement Requests, Travel Expenses, and Wegmans Purchasing Logs with supporting documentation will be scanned and stored electronically rather than filed in cabinets.

Please note: The approximate processing time is 25 business days from date of receipt in the Accounts Payable Department. Improperly completed forms or forms submitted without documentation prepared in accordance to these Guidelines will not be processed and will be returned to the Approver.

The University reserves the right to not process reimbursements and/or payment requests that are not submitted to the Business Office in a timely manner: (1) within 10 days after the fiscal year end, May 31st; or (2) within 25 days of the activity or purchase date.

In order to scan effectively, the documents must be properly prepared. Many practices that we have taken for granted present some surprising challenges. When supporting documentation is submitted with any payment or reimbursement form, the following procedures must be followed:

- ❖ Tape all receipts to an 8.5" X 11" sheet of white paper, one side only.
 - Receipts should be taped flat with no wrinkles leaving at least a ¼" from the edge of the paper.
 - Receipts should not hang below the bottom of the page.
 - Be careful not to tape over essential data on the receipt. There is a chemical reaction that erases the data.
 - Items on receipts need to be underlined, not highlighted. Similar to tape, the highlighted information disappears.
 - It is fine to tape more than one receipt on a page as long as the data is legible.
 - An 8.5" X 11" receipt does not need to be taped to another sheet of paper.
 - If a receipt does not state what was purchased, please clearly write on the receipt the item or service that was purchased.
- ❖ Use black or dark blue ink when writing on documents. If you are using pencil, make sure it is dark. Please do not use colored inks - purple, pink, etc.
- ❖ A Payment Request form does not need to be prepared for vendor invoices that include detailed vendor information. Simply write the FOAP, date and sign the invoice. If the detailed vendor information is not pre-printed on the invoice a Payment Request form must be prepared. An invoice printed on 8.5" X 11" paper does not need to be taped to another sheet of paper.
- ❖ Write notes directly on the document instead of using sticky notes.

- ❖ Make every effort to submit documents on 8.5" X 11" white paper. Colored paper does not scan well.
- ❖ All prepared pages can be stapled together using one staple. If there are too many pages for a regular staple, please use a large paperclip or a binder clip.
- ❖ All excess staples need to be removed before submission.

The following are tips that may be helpful when preparing your documentation to be submitted.

- ❖ Do not write information on the back of receipts. Once taped down, this information will be missed.
- ❖ Do not fold or tape receipts so that they will fit on a piece of paper. If you need to cut off unnecessary trailer information so the receipt will fit, feel free to do so. Make sure no important information is being trimmed. If you are unsure, please contact Accounts Payable.
- ❖ Remove all NYS Sales tax prior to listing an item on a reimbursement form. Since the University is a tax exempt organization we do not reimburse NYS Sales tax.
- ❖ If receipts are longer than 10.5" cut the receipt and tape the sections side by side. Numbering the receipts will help us identify they belong together. Continue this process until the entire receipt has been taped in preparation to be scanned.
- ❖ If receipts are taped on the blank side of recycled paper, make a big X on the back of the paper.
- ❖ Use a large interoffice manila envelope to send your documents to Accounts Payable.
- ❖ Please take care of your receipts. Try to keep from folding or crunching receipts. Also, be sure not to leave receipts in direct sunlight or near heat as the print will greatly fade or disappear.

If you have any questions or comments, please call us and we will be happy to work with you to resolve any issues. Submitted paperwork that has not been prepared for scanning **will be returned** causing a delay in a payment or reimbursement being processed. The Accounts Payable payment schedules can be viewed on the following page <https://www.sjfc.edu/services/controllers-office/documents-and-forms/>

Thank you in advance for your cooperation – **we really appreciate it!**