

Documentation and Scanning Tips

Documentation Tips

- It is recommended that original documentation not submitted to Accounts Payable should be retained by departments for **3 years** for audit purposes.
- A **Contracted Services Form**, fully completed and signed, can serve as sole documentation, if appropriate.
- **PRS** will be part of workflow approvals for all vouchers **over 25K**.
PRS will still require **BD-1 or SSJ** for Direct Payment Requests **over 25K**.
- When submitting proof of **mileage** to ASRSP for expenses on sponsored project chart strings, you may use Google Maps or MapQuest to calculate mileage. However, in order to stay within attachment size limits, please submit only the page that shows (in text) the names of the start and end points as well as number of miles driven.

Scanning Tips

- The accepted file formats are **.TIF** and **.PDF** with a resolution of **200x200 DPI**.
- Do not include a period in your file name, this will interfere with the file extension verification
John_smith.pdf = correct
John.smith.pdf = incorrect
- You may attach one or more docs totaling no more than **1MB (Megabyte) file size**.
1 MB = 1000 KB
- Preview scanned documentation for file size and legibility.
Illegible files will be returned by Accounts Payable.
- Receipts with faint print should be copied and darkened for scanning.
- Do not use dark-colored highlighters to mark names, invoice numbers or important information.
The highlights scan as blacked out.
Do **black out** sensitive information such as Social Security Numbers.
- Tape small receipts to an 8 ½ x 11 white sheet of paper.
Be sure to tape **all four** sides to **white paper**.
- **Clear adhesive tape** should not be placed on top of important information when prepping for sending or scanning.
Scanners and fax machines do not read through clear adhesive tape, thus anything under the tape, while legible to the human eye, is not legible to the scanner/fax.
(ex. do not tape over cash register receipts as the print disappears.)
- Make sure **no staples** are used. Those can damage the scanner.



NEED HELP? Contact the Help Desk at 847-491-HELP (4357) or consultant@northwestern.edu