

# STORE ALL DOCUMENTATION

- Please remember to store all documents that pertain to items ordered from a vendor in docuware – store in the Bookkeepers Cabinet **(see Procurement Webpage – What do I scan? - for more detailed information)**
- This includes packing slips, order forms, anything that is given from the vendor, including LOG POs and check copies
- This helps the AP Specialists work their statements and when trying to obtain invoices

