

SUPPORTING DOCUMENTS FOR RFP'S AND TRAVEL REIMBURSEMENTS (1 PAGE)

Supporting documentation is required for all RFP's and Travel Reimbursements (TVL). To have your RFP/TVL approved and paid in a timely manner the supporting documentation must not only be **attached** to the RFP/TVL but must be **legible**. Here are a few tips to help all of us in this process:

- 1. Fax or upload the supporting documentation as soon as you submit the RFP/TVL and make sure the documents are attached to the RFP/TVL.** If the supporting documentation isn't attached, your budget manager should not approve the RFP/TVL. Accounts Payable cannot approve it without supporting documentation. Fax/Upload it quickly and verify that it has attached.
- 2. If your supporting documentation contains barcodes and you are faxing it, please mark through the barcodes.** The system uses the barcode on the coversheet to attach the supporting documentation to the RFP in the system. If you have barcodes in the supporting documentation, it will "confuse" the system and send the supporting documentation into a vast wasteland.
- 3. Accounts Payable does NOT get these faxes.** They are sent electronically through Docuware to attach to the RFP/TVL. That is why it is essential you use the phone number (with the area code) on the fax coversheet to attach to documents to the RFP/TVL. If you are having difficulties getting a fax to attach to the RFP/TVL, please contact Management Information Services. Most likely there is an issue they need to know about so they can get it corrected. You can also try and upload the documents if you are having difficulties faxing them.
- 4. Please do NOT use a colored highlighter on any of the supporting documents.** Highlighting blacks out the item when it is faxed/uploaded. Unless you have a color scanner and upload the documentation in color, please do NOT use a colored highlighter on supporting documents.
- 5. Please make sure your supporting documents are legible.** If you can't read the documents, no one else can either. If a receipt is too light, try copying it using a darker setting on your printer or scanner. For audit purposes, the supporting documentation must be legible. This applies to both RFP's and TVL's.
- 6. There is a size limitation on supporting documents that are uploaded.** If you are uploading an RFP, it will only allow 2MB's and TVL's only allow 500KB's to be uploaded. If your file is larger than the size limit, either fax it or you can scan the documents into several smaller files and upload each of the smaller files to the RFP/TVL.