

TIPS ON PREPARING INVOICES/RECEIPTS FOR PAYMENT IN THE SOFC:

Documents must be submitted by 3:30 pm for a check to be available the next day. Anything received after 3:30 pm will be considered next day business.

Do not use gel pens or colored markers. Gel pens or markers do not always image clearly. Use a standard black or blue pen when writing on invoices or receipts.

Do not highlight any information on documents, instead circle it. Highlighting appears as a black line when imaged.

Do not cover up any information on the invoice.

Do not write or stamp over receipts or invoice information. Include additional information beside the receipt or invoice.

Do not fold any receipts because amounts may not appear on imaging. Receipts (ex: grocery receipts) larger than an 8 1/2 x 11 sheet may be cut to fit. Multiple pages can be used. For receipts or invoices smaller than half of a normal sheet of paper, tape down to a white sheet of paper. If using white recycled paper, X out the reverse side information that does not need to be imaged.

Do not tape over any amounts on the documents. Clear tape can cause the ink to disappear and the information is lost.

Do not write on the backs of receipts/invoices. If two sided, please make a copy and attach.

When making multiple payments on one invoice, you must include a copy of the invoice for each separate payment.

Be sure that all information is legible and completely itemized.

Receipts should always be originals and unaltered.

Required

Tape smaller than letter size receipts to 8.5 x 11 paper prior to submission.

Do not staple.

Thanks



Forms submitted after 3:30 pm will be reviewed the following business day; problem-free requests will process within 24 hours of the examination.