

Effective **September 1, 2008** the Accounts Payable, Purchasing & Travel Departments will require all documentation (for Preqs, e-Vouchers and ProTrav systems) to be scanned, attached and routed through workflow with the transaction. Approvers are required to review such documentation prior to approving the individual transaction. Over 70% of the current transactions already have the documentation attached. This method has proven to decrease the processing time, which results in faster purchase orders, payments and reimbursements.

As of **October 1, 2008** any of the above referenced forms accompanied by *paper* documentation will be returned to the department and requested documentation be scanned and electronically attached.

Please review the following links for scanner hardware specifications and detailed instructions on "how" to scan documentation.

• **ProTrav Electronic Attachments:**

<http://www.uiowa.edu/~fustd/travel/Documents/ProTravPcardTrainingAttachments.pdf>

• **Preq's Electronic Attachments:**

<http://www.uiowa.edu/~purchase/purchase/Documents/PREQS%20Attachments.doc>

• **eVoucher Electronic Attachments:** http://www.uiowa.edu/~fusap/ap/Documents/e-Voucher_attchmnts.pdf

Electronic attachment questions can be directed to Sherry Reynolds-Miller 335-0656, or Karen House 335-0409. Hardware specification questions can be directed to Jayne Keiser 335-0305.