

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO: CHIEF FINANCIAL OFFICERS**

**DATE: August 3, 2006**

**FROM: WAYNE T HANNON  
ASSOCIATE CONTROLLER, OPERATIONS**

**SUBJECT: RI/FANS - PROCEDURE FOR RECEIPT/SCANNING  
CFO 07-09**

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We are aware that there has been some confusion about how to get the RI/FANS documents to us in an efficient/accountable manner - ready for scanning so that bills will be paid on-time. Below you will find a quick-reference for document transfer to Accounts and Control.

1. **Be sure to attach back-up to every invoice document** you send to this agency for payment. If you do not have an invoice, (e.g. the payment is being made from a grant or on a service contract, or any other sundry item that does not include an invoice or receipt), you must attach a form that includes information we need to index and scan the invoice document properly. An example would be:

*This invoice represents a partial payment on Grant Number \_\_\_\_\_,  
FY \_\_\_\_\_, from Department of the Interior, US Government.....*

*Or*

*This invoice represents a partial payment on Service Contract Number \_\_\_\_\_,  
FY \_\_\_\_\_, Jake Smith Company, .....*

(Individualize it to your agency's particular needs)

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*Date*

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*Invoice Initiator*

2. Attach all back-up to the invoice with a staple, if possible. Clips should only be used when the item is much too large to staple. When preparing the document for scanning, we have found that back-up can easily get separated from the invoice when clips are used.

3. **Separate your invoices into batches of >\$5000 and < \$5000.** Place your invoices with the back-up in envelopes (inter-office envelopes are acceptable), labeled to Accounts and Control. They can be dropped off in the mailroom on the 4<sup>th</sup> floor at One Capitol Hill, where they will be date-stamped and prepared for scanning.
4. If you prefer to have a receipt for the envelope, you may still use the "Automated Approval" labels we previously provided to you. Bring the envelope to the mailroom or the front desk on the 4<sup>th</sup> floor, for signature and receipt.
5. \*Purchase Card Certification Labels are still required for Purchase Card invoices. Follow the same procedure.

\*We still have a moderate supply of both types of labels. If you need additional labels after our supply is depleted, your agency will be responsible for providing them to your staff. Contact [Nsousa@gw.doa.state.ri.us](mailto:Nsousa@gw.doa.state.ri.us) for information on ordering labels for your agency.

We hope this clarifies these procedures for you. If you have any further questions regarding this matter, do not hesitate to call Nancy Sousa at 222-2274.

WTH/nas