

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: CHIEF FINANCIAL OFFICERS **DATE: August 21, 2006**

FROM: Wayne T. Hannon
Associate Controller- Operations

SUBJECT: INVOICE PREPARATION REQUIREMENTS
CFO 07-11

In an effort to standardize the format in which invoices are sent to DOA and in order to expedite the scanning process, this memorandum will outline the acceptable format for invoice packets. Effective Monday, July 31, 2006, all invoices received must conform to the standards outlined below.

All documents must:

- Include the Oracle invoice separator sheet as the first page of the invoice packet.
- Include one or more pages of invoice documentation. **An invoice separator coversheet alone is not acceptable or sufficient.** (If your documentation is printed on colored paper, please make a legible copy and attach it to the separator sheet -colored paper does not scan correctly).
- All support documentation, along with the cover sheet, must be scanned through a scanning machine into an electronic image. Invoice documents smaller than 3 inches width and/or 3 inches in height, should be photocopied onto standard letter paper, **or** these small register receipts can be attached to a blank letter size paper **via transparent tape**. Please do not staple these small receipts to paper - the staples must be removed before scanning and missing documents are often the result. The copying or taping will decrease the probability of scanning error and will provide proper audit documentation, as well as prompt payment of bills.
- All invoice separator sheets and back-up documentation must be securely fastened - staples are preferred, unless you are sending a large amount of back-up documentation, then use a heavy-duty clip.

Regarding batch imports:

- Discs must be sent in an envelope with the envelope stapled to the zero dollar invoice cover sheet.
- Discs must be clearly marked with the corresponding Invoice number.

If you have any questions or concerns, please contact Nancy Sousa at 222-2274.