State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: CHIEF FINANCIAL OFFICERS **DATE: April 2, 2007**
ALL STATE AGENCIES

FROM: Wayne T Hannon
Associate Controller

SUBJECT: RIFANS DOCUMENTS - UPDATE
CFO 07-47

I want to touch base with all agencies, and especially those employees involved in processing RIFANS documents. The first several months have been a learning process for all of us and we have spent a lot of time working out the "bugs". As we have become comfortable with the process, we find that you have also become, if not "comfortable", proficient, with the change.

We find that most documents come to us processed the way we asked. However, we have also discovered that our pre-scanning process (opening envelopes, date stamping vouchers, removing staples, making sure back-up is included with every voucher)….could be streamlined and result in better service, if you would:

1. **Put all payment vouchers in an Inter-Office envelope** - Use the white envelopes only for "Purchase Card" vouchers/PO's, etc..
2. **Use paper clips to fasten vouchers to back-up.** It is much faster to remove a clip - and staples sometimes are missed in our process and cause the scanner to clog and stop operating.
3. **Remove all staples from any back-up documentation** before clipping them to the voucher.
4. **Do not address the envelope containing vouchers to an individual** (unless there is an audit slip attached or some communication that is meant specifically for an individual in the Audit section). If you are delivering vouchers to our 4th floor mailroom, all voucher envelopes are to be dropped in the boxes marked for VOUCHERS.

Our "mission" for RIFANS is to enable the payment process to be accomplished in an efficient and timely manner, providing electronic documentation for all State payments, and satisfying the need of our suppliers to be paid on time. We are striving to accomplish all elements of our mission/goals and invite all agencies to let us know if there is anything further that you need from us to help your staff in processing vouchers. You may contact Nancy Sousa via email Nsousa@gw.doa.state.ri.us with any comments or suggestions you may have to make this process better for you and, ultimately, for all.

WTH/nas