MEMO

To:       All UVI Staff
From:   Accounting and Purchasing
Date:    February 15, 2010
Re:     Scanned Documents Procedures

In our effort to provide better service to the University, in accordance with the
President’s management’s value on the University being a High performance Institution
with a focus on Quality”, the Controller’s Office has established new procedures for the
processing of requisitions.  Effective Monday February 15, 2010, scanned documents for
processing purchase requisitions and checks requisitions will be accepted in the
Accounting and Purchasing Office via email.  The email address is ap@uvi.edu.  If you
prefer to mail hard copies of your documents, you may continue to do so.  However, no
document should be sent by email and in hard copy.  Please be reminded that all
documents must conform to the following in order to be processed:

1)   Document must be signed by the manager or PI
2)   Requisition and attachments must be legible.
3)   The Banner Purchase and Requisition # must be shown on the scanned document.
    Purchase Req. # RXXXXXX;
    Check Req. # I0XXXXX
4)   Document must be forwarded by the appropriate department
5)   Document must be in the approval queue for payment processing

If all these conditions are met, there will be no delay in processing the purchase order or
the check.

Below is the flowchart showing the process:
Process for Electronic Transmission of Accounting & Purchasing Documents

End User
1. Prepares check requisition document in EXCEL
2. Inputs information in Banner (FAAINVE)

End User
1. Scans to PDF
   A. Check Requisition Form
   B. Vendor Invoice
   C. Any supporting documents
2. Email documents to ap@uvi.edu

End User
1. Makes corrections

AP
1. Reviews documents
2. Approves/Disapproves in Banner

Document Approval

Document Disapproval
WHY?
1. Illegible documents
2. Incorrect Banner Index-FOAP
3. Missing signatures
4. Missing explanations / justifications

End User
1. Print checks
2. Checks to be disbursed as appropriate.