***Guidelines for Electronic Submission of Documents to Accounts Payable***

The following guidelines must be followed when submitting invoices, Check Requests, Agency Disbursement Requests, or other documentation to Accounts Payable electronically. Electronic submission of documents will not be accepted without adequate information in the email.

1. Documents must be sent to the Accounts Payable email address, [apstaff@uca.edu](mailto:apstaff@uca.edu), not to an individual Accounts Payable staff’s email. All documents related to a single Check Request or Agency Disbursement Request should be sent in ONE email; do not break them up and send in multiple emails for the same request.
2. Documents should be sent *from* an individual’s email address. They should not be scanned directly from a copier/scanner to Accounts Payable, as AP staff have no way to verify the sender or to reply if clarification is needed.
3. All invoice submissions must contain the name of the vendor and invoice number(s) in the subject line or body of the email.
4. If you receive the invoice by email from the vendor, you may forward the email to Accounts Payable with the vendor’s name, PO number, invoice number, and “Approved” in the subject line or body of the email.
5. Check Requests and Agency Disbursement Requests may be completed electronically and approved via email. If you are forwarding a Check Request or Agency Disbursement Request for email approval, the subject line or body of the email for the submission must contain the name of the vendor, the dollar amount of the request, and a brief description. The approver must indicate “Approved” and **forward** the email to the next approver (as required) or the Accounts Payable Office. If they simply reply to the email with their approval, the document will not remain as an attachment. The Check Request or Agency Disbursement Request must be forwarded to the Accounts Payable Office by the last approver.
6. Original documents and invoices must be retained at the department level. Departments should develop procedures to ensure document retention in the event of a change in personnel. The Accounts Payable staff or Internal Auditors may request to see the original documents or invoices at a later date. The current required retention period for such documentation is five years.