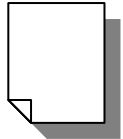


ApplicationXtender Image Capture and Document Manager

Please read the following instructions concerning submission for scanning of payment requests and supporting documentation.



Submit Accounts Payable Vouchers and Expense Reimbursement Report Forms on WHITE PAPER. Colored paper does not scan well; white paper provides the most legible scanned image.

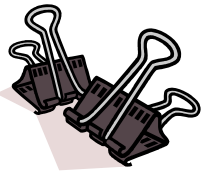


TAPE supporting documents (receipts, invoices, etc) **smaller than 8.5" x 11" to ONE SIDE** of an 8.5" x 11" sheet of **white paper** (no wrinkles, no overlapping, singled sided, *no staples*).

- Receipts longer than 8.5 x 11" must be cut and taped to fit.
- If your receipt/invoice is two sided and both sides have critical documentation, photocopy the back side to submit along with the front side.



Use **PAPER CLIPS**, **not staples** to attach supporting documentation to the *Accounts Payable Voucher* or *Expense Reimbursement Report* form. **Staples damage** the scanner.



Do you have an attachment(s) that needs to be returned with the check to the vendor? Please attach using a **binder clip**. Most vendor invoices have a reference or invoice number, which is included on the check stub, thus eliminating the need for an attachment. **Vendors paid by direct deposit cannot have attachments** since the deposit statement is emailed to the vendor.