

Required **Electronic** Documentation for Reimbursement and Payment

As a general rule no original paper documentation is needed. All documentation should be scanned and electronically attached. Please ensure readability of all attachments. The charts on the next few pages provide more detail.

Input Document/Process	Situation/ description of use	Required Information and Procedure	Required documentation	Disposition of original documentation
DV Disbursement Voucher	Reimbursements using Payment Reason Codes: B: Employee N: non-employee	Please: <ul style="list-style-type: none"> • do NOT print and submit the DV coversheet • do NOT submit paper copies of any of the scanned attachments <p><i>Any original paper documentation for reimbursement DV's will be returned to the department.</i></p>	Scan and electronically attach the following to the DV e-doc: <ul style="list-style-type: none"> • TABERS • Receipts • Other back up justification • see this web page for details of required documentation <p>https://www.stevens.edu/sit/finance/tabers-tips</p> <p>PLEASE ensure all attachments are readable</p>	Maintain all original documentation in the department until the DV goes to FINAL status in KFS, after that the electronic scanned versions attached in KFS will serve as the documents of record. <p>Department may dispose of the originals.</p>
	Payments using all other Payment Reason Codes other than B and N	Please: <ul style="list-style-type: none"> • do NOT print and submit the DV coversheet • do NOT submit paper copies of any of the scanned attachments <p><i>Any original paper documentation for reimbursement DV's will be returned to the department.</i></p>	Scan and electronically attach backup justification. <p>PLEASE ensure all attachments are readable</p>	Maintain all original documentation in the department until the DV goes to FINAL status in KFS, after that the electronic scanned versions attached in KFS will serve as the documents of record. <p>Department may dispose of the originals.</p>
PREQ Payment Requisition	Department Receives an invoice on a PO	Please: <ul style="list-style-type: none"> • do NOT submit paper copies of the scanned invoice <p><i>Any original paper documentation for reimbursement DV's will be returned to the department.</i></p>	Send an email ap@stevens.edu with the invoice electronically scanned and attached. <i>Please be sure the PO number is indicated on the invoice.</i> <p>PLEASE ensure all attachments are readable.</p>	Maintain all original documentation in the department until the PREQ goes to FINAL status in KFS, after that the electronic scanned versions attached in KFS will serve as the documents of record. <p>Department may dispose of the originals.</p>

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REQS Requisition	<\$5,000 <i>becomes an APO</i>	<p>Please remember to use the item description field for the following:</p> <ul style="list-style-type: none"> • the quote • the proposal number <p><i>Please know if you electronically attach the quote to the requisition e-doc, the vendor receives the PO with no quote attached because attachments DO NOT carry over to the PO.</i></p>	<p>If a deposit or payment in full is required, please scan the invoice/contract with deposit/payment requirement instructions and submit it to AP via email. <i>Please be sure to reference the PO number.</i></p> <p>PLEASE ensure all attachments are readable</p>	<p>Maintain all original documentation in the department until the REQS goes to FINAL status in KFS. After that, the electronic scanned versions attached in KFS will serve as the documents of record.</p> <p>Department may dispose of the originals.</p>
	≥ \$5,000 <i>Routes to become PO</i>	<p><i>Please remember to use the item description field for the following:</i></p> <ul style="list-style-type: none"> • <i>the quote</i> • <i>the proposal number</i> <p><i>Please know if you electronically attach the quote to the requisition e-doc, the vendor receives the PO with no quote attached because attachments DO NOT carry over to the PO.</i></p> <p>Please complete the capital asset tab if applicable.</p>	<p>Scan and attach information pertaining to the order i.e. quotes, specifications, and contracts.</p> <p>PLEASE ensure all attachments are readable</p>	<p>Maintain all original documentation in the department until the REQS goes to FINAL status in KFS. After that, the electronic scanned versions attached in KFS will serve as the documents of record.</p> <p>Department may dispose of the originals.</p>
	≥ \$10,000 <i>Routes to become PO</i>	<p>Please remember to use the item description field for the following:</p> <ul style="list-style-type: none"> • the quote • the proposal number <p><i>Please know if you electronically attach the quote to the requisition e-doc, the vendor receives the PO with no quote attached because attachments DO NOT carry over to the PO.</i></p> <p>Please complete the capital asset tab if applicable.</p>	<p>Orders ≥\$10,000 require three bids or a signed sole source justification.</p> <p>Scan and attach information pertaining to the order i.e. quotes, specifications, and contracts.</p> <p>PLEASE ensure all attachments are readable</p>	<p>Maintain all original documentation in the department until the REQS goes to FINAL status in KFS. After that, the electronic scanned versions attached in KFS will serve as the documents of record.</p> <p>Department may dispose of the originals.</p>

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PCard: Reconciliation AND envelope creation/ submission	Cardholders must reconcile at https://www.pncactivepay.com by the 7 th of each month, approvers must review and approve by the 11 th of each month	Please do NOT submit paper copies of any of the scanned attachments <i>Any original paper documentation for PCard reconciliation will be returned to the department.</i>	Scan and attach (In PNC ActivePay) receipts for all transactions (including all expenses, credits and returns). Business meals agenda and attendees can be indicated in an attachment or in the Notes field in PNC <i>PLEASE ensure all attachments are readable</i>	Maintain all original documentation in the department until the PCard transaction (PCDI) goes to FINAL status in KFS. After that the electronic scanned versions attached in PNC will serve as the documents of record. <i>Department may dispose of the originals.</i>