Finance users—

If your department sends scanned documents to SPA or AFR for processing, please read below the update to instructions.

**Receipt of Scanned Documents (Update)**
March 2015

**Update to Scanning of Interdepartmental Vouchers** – When submitting scans of interdepartmental vouchers, please in mind that the correct form must be used, and the quality of the scan should be as good as a paper copy. Scans of IDVs must meet the following requirements:

- Must be scanned landscape, with no resizing of the document.
- Scan quality must be as good as a paper copy.
- IDV must be the first word in the email subject line.

Additionally, to prevent duplication or data loss:

- Please limit number of scanned documents to eight (8) per email.
- Route scanned documents to SPA or AFR. If the first line is for a restricted fund, route to SPA. If it is unrestricted, route to AFR. Please do not route to both.

*If you require additional assistance scanning documentation please contact your technical support team.*

Feedback on this update to this process should be sent to spa@nmsu.edu, afr@nmsu.edu, or accountspayable@nmsu.edu.

These updates should make the process more effective, and also help prevent duplication or loss of information. Thank you very much for your assistance in making this work!
Thank you,

Ben Glickler
Systems Administration Manager
Financial Information Processing
New Mexico State University
(575) 646-5264

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