



All documents sent to Payment Services including Invoices and Cardholder Activity Statements with Receipts should be scanned in as a **PDF or in a PDF compatible format, in black and white (no color) and at no higher than 200 dpi resolution. Only one document should be attached per email.**

If emailing scanned documents is not possible, send originals via **campus mail** to mail stop **SVC 1039**.

Accounts Payable

Documents sent to apinvoices@usf.edu

- Supplier's invoice should be the first page of the attachment. Add only back-up necessary to process the invoice, such as the GBR if on a grant. Do not include contracts, work schedules or other schedules unless required to initiate or validate the payment amount or business purpose.
- Be sure the amount to be paid is clearly identified on the invoice.
- Make sure the PO number on the invoice is accurate. If the PO number provided by the supplier on the invoice is not accurate, you must annotate or redact that information and provide the correct PO number to ensure no inconsistencies.
- Scan the document in black and white at 200 dpi resolution and attach the document to your email as a PDF or PDF compatible format.
- Send one email per Invoice with one attachment of one or more pages. If emails include more than one transaction only the first one will be processed.
- The email **subject line** should include **the purchase order number** and **invoice number** for tracking purposes. Example: P000012345 – INV# 0012-2021. For Non-PO transactions use the **supplier name**. Do not include receipt numbers in the subject line, AP does not enter invoices based upon receipts.

Note: Any documents that are not legible or do not have a valid USF Purchase order number will be rejected and require resubmission.

PCard

Documents sent to pcardreceipts@usf.edu

- Send only complete Cardholder Activity Statements. Do not e-mail until all required signatures are acquired on the statement.
- Scan the document in black and white at 200 dpi resolution and attach the document to your email as a PDF or PDF compatible format.
- Send each Cardholder Activity Statement and supporting receipts in a separate email. Do not split one statement package into separate attachments.
- The email **subject line** should have the **last name of the cardholder** and the **statement date**. Example – Smith – 01/04/2012

Note: Any documents that are not legible will be rejected and require resubmission.

If you have questions please contact Kim Kegler in Support Services @ 974-5669 or kskegler@usf.edu.