Preparing Documents for Scanning – Tips & Techniques

There are a few things you can do to help us prepare your documents for scanning. These steps will also help to streamline the scanning process and allow us to input your documents faster.

- Do not use highlighters. Since our imaging equipment does not pick up color, highlighting cannot be seen by FSO processors, or it can black out necessary information.
- Do not staple receipts. Staples cause damage to the glass plates in our scanners.
- Tape receipts, both on the top and bottom, on a blank piece of paper (white is preferable) at least ½ inch from the top of the page, as well as ½ inch from the sides of the page. Receipts taped too close to the edges will not feed through our scanner properly, causing us to remove and re-tape your receipts, which can sometimes damage or remove important information.
- Please do not use glue sticks for securing receipts to scratch paper. Cellophane tape only.
- Do not tape over:
  - Text, amounts, or store names on receipts. Scotch tape is reflective and this can cause pertinent information not to show up on the scanned image. Tape also has the tendency to erase the ink on receipts over time.
  - Staples
- Tape thick items such as plane tickets and business cards evenly and towards the middle of blank paper.
- Do not write information on the back of receipts, such as attendees to a business lunch. Once taped down, any additional information written on the back will most likely be missed and delay reimbursement/payment.
- Do not tape receipts on both sides of a single page.
- Do not fold and tape receipts so that they will fit on a blank piece of paper. If you need to cut off unnecessary trailer information to adjust the receipt to fit, feel free to do so. Just make sure you are not trimming off important information. If you are uncertain, please contact the Records Management staff for guidance.
- When sending your documents over to Financial Services to be processed, please use a large manila envelope and refrain from folding your document to fit in a standard US mail envelope.
- Please take care of your receipts. Try to keep from folding or crunching receipts in your wallet or purse, and be sure not to leave them in direct sunlight or near heat as it will damage most receipt paper.
- When signing documents, please use BLUE ink. This way there is no confusion as to what is an original or a copy signature.
- Try to staple a document the least amount of times possible. The more holes, the harder it is to feed documents through our scanners properly and ensure pages are not double-feeding. We perform a page-by-page review of all scanned document in FSO, but we are able to process documents much faster if they do not double-feed.
- If you use a departmental header sheet for your P-Card transactions, please be sure that this form is on white or light colored paper. This form should not contain any gray shaded areas that departments typically dedicate to authorization signatures. Gray shading causes images to show up very dark in ISW.

FSO Records Management contact info:
Mike Jean 621-4693
Receipts & other documents must be taped down a minimum of 1/2 inch from the top of the page.

### Document Preparation Tips

- Do not tape over any printed information on the receipt. Especially amounts & dates.

- Please don’t write on the back of receipts. Info is not viewable by processors.

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**Teaching Tools - Tucson Str 8**
**Teaching Tools Tucson**
405 E Wetmore Rd. #123
Tuscon, AZ 85705
520-988-1223

Thank you for shopping at Teaching Tools
480-892-7705

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### Receipt Details

**Ticket#820809 Cus#WALKIN** Sep 10 05
Usr EAP Slp 272 Rg# B2 Dr# B2 Time 11:49

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTP4924</td>
<td>1</td>
<td>1.99</td>
<td>1.99</td>
</tr>
<tr>
<td>FROG CALENDAR CUT OUT</td>
<td>1</td>
<td>1.99</td>
<td>1.99</td>
</tr>
<tr>
<td>CTP4962</td>
<td>1</td>
<td>1.99</td>
<td>1.99</td>
</tr>
<tr>
<td>STAR CUT OUTS BLUE YELLOW</td>
<td>1</td>
<td>1.99</td>
<td>1.99</td>
</tr>
<tr>
<td>CTP4950</td>
<td>1</td>
<td>1.99</td>
<td>1.99</td>
</tr>
</tbody>
</table>

**Subtotal:** 5.97
**Tax:** .48
**Total sale:** 6.45

**Cash:** 20.00
**Change due:**

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**Self Check-Out**
*Fast! Easy! Fun!*

WE SELL FOR LESS
MANAGER JEFF HUGHES
(520) 573 - 3777

**WE SELL FOR LESS**
**MANAGER JEFF HUGHES**
(520) 573 - 3777
CORKBOARD 007234B00936 7
HOLE PUNCH 068113140794 1
HOLE PUNCH 068113140794 1
HOLE PUNCH 068113140794 1
ACCESSORIES 073651159012 1

**SUBTOTAL:** 12.50
**TAX 1 7.600%:** 0.94
**TOTAL:** 13.44
**DEBIT TEND:** 13.44
**CHANGE DUE:** 0.00

**EFT DEBIT PAY FROM PRIMARY ACCOUNT:** 8092
**13.77 TOTAL PURCHASE**
**REF # 525300057388**
**NETWORK ID. 0056 APPR CODE 720284**
09/09/05 19:49:06

**# ITEMS SOLD 5**

TC# 0956 3160 9789 6252 7574

Hurricane Katrina Donations are now accepted at any register.
09/09/05 19:49:08

Shop online at www.americanteachingsupply.com
If the receipt is too long please cut the piece that will hang over the page. Cut between printed information.

Numbering the receipts will help us identify that they belong together.

Place the receipts next to each other. If the receipt is still too long please continue it on the next page.

Ticket 54
DELIVERY
NOT PAID
8 of 8 Items

Magpies Gourmet Pizza
Dec. 01, 2005
3:16 pm
Ticket 54
Server: DAN

1
Large
Regular Crust
The Giant
7.50 — Red Sauce
6.00 — Btm Cheese
2.00 — Pepperoni
2.50 — Sausage
2.30 — Gr Pepper
2.30 — Onion
2.30 — Mushroom
1.80 — Black Olive
3.00 — Top Cheese
$17.99

1
Large
Regular Crust
The Greek
7.50 — Red Sauce
0.20 — Garlic
1.50 — SDried Tom
0.40 — Basil
4.40 — Spinach
0.60 — Pinion Nuts
0.70 — Feta
7.50 — Top Cheese
$17.99

1
Large
Regular Crust
Veggie
7.50 — Red Sauce
3.00 — Btm Cheese
2.60 — Gr Pepper
2.60 — Onion
2.60 — Mushroom
2.00 — Squash
2.00 — Zucchini
6.00 — Top Cheese
$17.99

Subtotal: $90.60
Del. Fee: $1.49
Tax: $6.93
Grand Total: $99.02
Tendered: $15.00

Thanks for choosing Magpies Gourmet Pizza!!
Document Preparation Tips

- Plane ticket stubs & other thick paper should be placed and taped down in the middle of the page.

- Do not place additional information behind plane tickets.

- Please remove the small tab that reads "staple here" when preparing the document.

![United Airlines Boarding Pass Image]