

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

Document Preparation Tips

1/2"

Receipts & other documents must be taped down a minimum of 1/2 inch from the top of the page.

Tape

Teaching Tools - Tucson Str 8
Teaching Tools Tucson
405 E Wetmore Rd. #123
Tucson, AZ 85705
520-888-1223

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

Ticket#620809 Cus#WALKIN Sep 10 05
Usr EAP Slp 272 Rg# 82 Dr# 82 Time 11:49

Item Number	Qty	Price	Ext
CTP4924	1	1.99	1.99
FROG CALENDAR CUT OUT			
CTP4962	1	1.99	1.99
STAR CUT OUTS BLUE YELLOW			
CTP4950	1	1.99	1.99
APPLE CALENDAR CUT OUT			

Subtotal 5.97
Tax .48

Total sale 6.45

Cash 20.00

Change due 

WALK IN CUSTOMER

Shop online at
www.americanteachingsupply.com

Self Check-Out Fast! Easy! Fun!

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

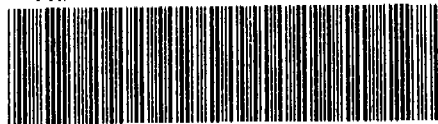
ST# 1612 OP# 00009043 TE# 43 TR#
CORKBOARD 007234800936
HOLE PUNCH 068113140794
HOLE PUNCH 068113140794
HOLE PUNCH 068113140794
ACCESSORIES 073651159012

SUBTOTAL 12
TAX 1 7.600 % 0
TOTAL 13
DEBIT TEND 13
CHANGE DUE 0

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

- 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.

Do not highlight documents.
The information that is highlighted will be lost.

1 If the receipt is too long please cut the piece that will hang over the page. Cut between printed information.

2 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
20.00 — Pepperoni
2.60 — 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

1
Large
Regular Crust
The Magpie Pizza
7.50 — Red Sauce
4.50 — Ricotta
6.00 — Btm Cheese
40.00 — Pepperoni
2.50 — Sausage
2.80 — Mushroom
0.50 — Romano
3.00 — Top Cheese
\$15.99

7
20 oz
Pepsi
\$9.03

5
20 oz
Diet Pepsi
4:30
\$6.45

2
20 oz
Sierra Mist
\$2.58

2
20 oz
Cherry Pepsi
***PLATES AND
NAPKINS***
\$2.58

Subtotal: \$50.60
Del. Fee: \$1.49
Tax: \$6.99
Grand Total \$59.02
Tendered: \$0.00

Magpie tip 15.00
\$302
211

Thanks for choosing
Magpies Gourmet
Pizza!!

Ticket 54

11.200

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.

