

RECEIPTS: Original receipts *are no longer required* for Accounts Payable (DVs) and Travel (TEM) documents. The original receipts will be kept at the department for the required time period. Receipts need to be saved for 7 years, but see the CSU Financial Rules, Rule 10 on the Business and Financial Services website for the record retention information. Receipts need to be scanned and attached to the DVs and TRs. The scans must be saved as PDF. Please be sure that the scanned receipts are legible. If Accounts Payable and Travel can't verify the receipts the documents will be disapproved. Please do not highlight receipts as certain highlight colors will only scan black and make it impossible to read the dollar amount. Please do not scan anything that has sensitive material.....such as:

1. Social security numbers (W-9s attached to a vendor create document are okay)
2. Credit card numbers
3. Bank account numbers (from checks/statements)

If you send original receipts we will return them to your office via campus mail.