

Preparing Documents for Scanning – Tips & Techniques

- Do not use highlighters. Since our imaging equipment does not pick up color, highlighting can either not be seen by the processors, or it can ‘blackout’ necessary information.
- Do not staple receipts.
- Tape receipts on a blank piece of paper (white is preferable) at least 1 ½ to 2 inches from the top of the page. Receipts taped too close to the top of the page will not feed through our scanner properly, causing us to remove and re-tape your receipts and sometimes damaging necessary information. Tape them so that there are no loose corners at the top of the receipt. Taping the bottom and sides of the receipt is not necessary.
- Do not tape over:
 - Text or amounts on receipts. Scotch tape is reflective and this can cause pertinent information not to show up on the scanned image.
 - Staples.
- Tape thick items such as plane tickets and business cards evenly and towards the middle of blank pages.
- Do not tape receipts on both sides of one page.
- Do not fold and tape receipts to fit on a blank piece of paper. If you need to cut off unnecessary 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.
- 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.
- When signing documents, please use blue ink. This way there is no confusion as to what is an original or copy.
- 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 and missing necessary documents.
- Lastly, be sure to state your department number on your documents. Having the department number will allow you to see your document’s image on ISW.

If you have any questions concerning document preparation, please feel free to contact Mike Jean at 621-4693 or Julie Villaverde at 626-3102 and we will be happy to assist you. Thanks for your help!