

## **Optional! Electronic procedures to submit expense reimbursements, disbursement requests, invoices and purchasing card reports**

These optional and **temporary** procedures are available for Lawrence University staff, faculty and students who are working remotely or who wish to reduce the health risk of handling paper forms.

Updated March 18, 2020

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### **Expense reimbursement forms – approval signatures and submission**

**Current policy:** Reimbursement requests must be accompanied by signatures of the requestor and authorizing supervisor and sent to the Accounts Payable office in Brokaw Hall.

**Temporary Modification:**

- Prepare the form as usual, but **type** in the name of the requestor (and preparer, if applicable) on the signature line(s)
- Email the form, along with electronic copies of receipts or other supporting documentation, to the supervisor / approver, and request their review and approval.
- Supervisor / approver types their name in their signature line when they have reviewed and are satisfied all expenses are correct and supported by receipts/documentation.
- Supervisor / approver emails the completed form, including all electronic copies of receipts or other supporting documentation, to [accounts\\_payable@lawrence.edu](mailto:accounts_payable@lawrence.edu) for processing.

**Accounts payable will NOT process forms sent from anyone other than the approver.**

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### **Invoice submission and approval**

**Current policy:** Lawrence University pays from original invoices only. Accounts Payable will not accept copies, statements, sales orders or packing slips. The responsible person should review and approve the invoice. This includes signing and dating the invoice and writing the appropriate accounting code on the invoice.

**Temporary Modification:** After invoices have been reviewed by the approver, to expedite payment, the approver can choose from one of the following options:

- **Sign, scan, email:** Sign and code the invoice as normal, write “emailed to accounts payable on [date]”, scan the invoice and email it to [accounts\\_payable@lawrence.edu](mailto:accounts_payable@lawrence.edu) for processing.
- –OR– **Email with approval and coding in email:** If the invoice was received electronically and the approver does not have the ability to scan, the approver can indicate in the email their approval and the account coding.
- –OR– **Email with dated approval and coding in PDF comments:** If the invoice was received electronically and is in PDF format, the approver can add comments to the invoice document indicating date, approval initials, coding, fact it was emailed to accounts payable on [date]” and email to accounts payable.

It is not necessary to retain the original invoice.

### **Disbursement request – when no invoice is available- approval and submission**

**Current policy:** Occasionally, Accounts Payable will be asked to pay for a product or service for which no invoice was issued. In these cases, the department should complete a Disbursement Request form, attach other appropriate documentation, and forward to Accounts Payable for payment.

#### ***Temporary Modification:***

- Prepare the form as usual, but **type** in the name of the approver on the signature line
- Approver emails the form, along with electronic copies of receipts or other supporting documentation, to [accounts\\_payable@lawrence.edu](mailto:accounts_payable@lawrence.edu) for processing.

**Accounts payable will NOT process forms sent from anyone other than the approver.**

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### **Purchasing card reports approval and submission**

**Current policy:** Cardholders are responsible for submitting all purchase card receipts, attached to their transaction listing (referred to as a “purchasing card report” ) with a brief description as to the business purpose and what was purchased to their manager. Once approval is obtained, the documentation should be sent to Financial Services.

#### ***Temporary Modification:***

- Save a copy of their purchasing card report as a pdf and email it along with the scanned or imaged supporting documentation to their supervisor for approval.
- Supervisor reviews the purchasing card report and documentation as usual, then forward the report and documentation to [financial\\_services@lawrence.edu](mailto:financial_services@lawrence.edu). Approvers should indicate in the email that they approve the charges.

**Financial Services will not accept forms sent from anyone other than the approver.**

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NOTE: These optional procedures are **temporary**. Absent a formal structured electronic expense management system, submitting original forms and documentation always supports stronger audit evidence and stronger internal controls. We still have to maintain records that will pass our annual financial audit; these temporary accommodations are reasonable given the extraordinary circumstances but we will return to our normal audit-ready standards when it is practical to do so. We will alert all staff, faculty and students when we feel we can reasonably return to our original policies and procedures.

If you have any questions, please contact either:

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