

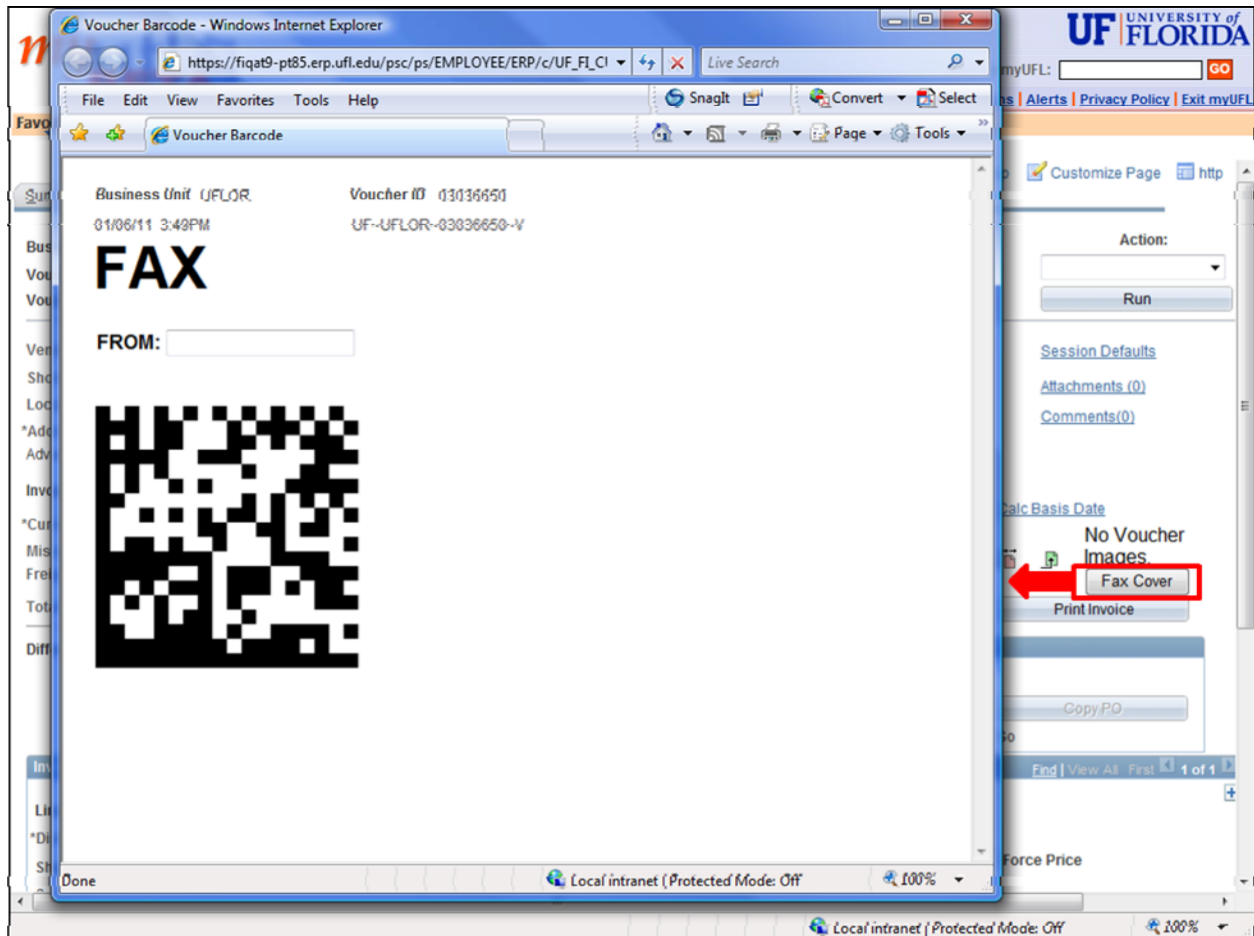
## Paying Vendors: Using Fax Imaging in Vouchers

### **OVERVIEW**

After saving the voucher, fax the invoice and paperwork to the fax server at 352 846-1020 which will scan and, within minutes, attach a link to the voucher page for viewing images of the paperwork! The voucher will then be ready for approval by Disbursements or approval offices.

### **STEPS**

1. After saving the voucher, the "Fax Cover" button will appear on the voucher.
2. Click the fax cover button to have the system create the printable fax cover sheet with a barcode containing the voucher-specific information.



3. Print it out and fax it, as the cover sheet, with the invoice and documentation paperwork directly to the fax server at 352-846-1020.

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4. The fax server will scan the paperwork it receives into the myUFL system. When the images are ready for viewing, the "No Voucher Images" button will be replaced with the "Voucher Image" button.

#### Additional Tips:

- Fax only once to get a successful submission receipt from your fax machine.
- Any errors will be reviewed by the Disbursements office staff who will contact you if needed
- If you receive new paperwork for this voucher, create a new cover sheet from the voucher and fax. The system will add that to the images for that voucher.
- For multiple voucher processing at one time, stack and fax material as long as each voucher's invoice and additional paperwork is separated by the appropriate cover sheet identifying the voucher information to follow. You may fax the stack all at once.
- For more information refer to Directives and Procedures, Finance and Accounting, Disbursements, Submission of Supporting Documentation at <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.13.9>

For further assistance, please contact University Disbursements at 392-1241 or email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)