



Date: April 22, 2010
To: CALS Department Administrators and Financial Staff
From: CALS Business Services
Subject: Accommodating Direct Payment (DP) and Payment to Individual (PIR) Forms for Digital Imaging

CALS Business Services has adopted the following college-specific directives in order to accommodate Accounting Services' implementation of DP and PIR procedure changes as noted in its April 13th Memo regarding the central imaging of invoices:

- Submit your DP or PIR on the standard form from the Accounting Services web site to maintain uniformity and to ensure that all sensitive information will be removed from the documents when payment has been made.
DP: <http://www.bussvc.wisc.edu/acct/forms.html#dc>
PIR: <http://www.bussvc.wisc.edu/acct/forms.html#pir>
- Receipts smaller than 8.5x11 must be photocopied on standard letter-size paper in lieu of sending the original. Keep the original as back up for 90 days and then destroy it. Send original receipts that are standard 8.5x11 letter size.
- Send two copies of the form for DPs, and send three copies of the form for PIRs. Consult Copy Requirements for CALS on our website:
<http://www.cals.wisc.edu/bussvc/travel/Copies.pdf>

These changes will increase the security on the imaged documents and give us the opportunity to both reduce paper usage and the time and effort of stapling or taping small receipts to a larger sheet of paper. Thank you for your cooperation.