



Date: April 13, 2010
Memo To: FMM and DBRs
From: Accounting Services
Subject: Accommodating Direct Payment (DP) and Payment to Individual (PIR) Forms for Imaging

Accounting Services is implementing the following DP and PIR procedure changes to better accommodate the central imaging of invoices.

- Submit your DP or PIR on the standard form from Accounting Services web site 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>
 - Alternate version of DP form is available on the Department of Engineering web site at https://admin.engr.wisc.edu/forms/forms_base.php?type=Financial.
 - PIR; <http://www.bussvc.wisc.edu/acct/forms.html#pir>
- Photocopy original receipts that are not 8 ½ by 11 and attach the photocopy to the DP or PIR instead of the original.
 - Keep the original receipt as a back up for 90 days and then destroy it.
- Send one copy of the form and discontinue sending any extra copies.

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.

Accounting Services

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