

## Sending Non-Po vouchers to Accounting via email

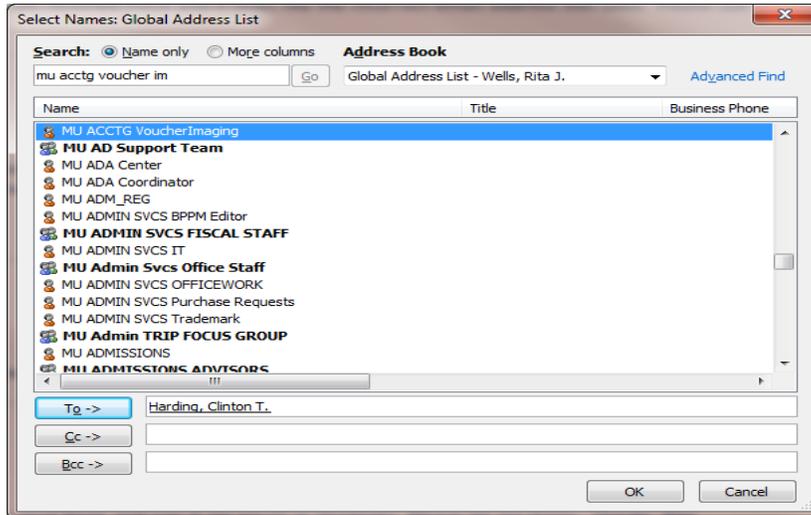
1. Scan your non-po voucher(s) & supporting documents preferably into a PDF file with the exception of *Research Subject Payments*, please continue with the paper process and mail or send via courier to Accounting Services. Please see page 3 of this document concerning instructions for *Wire Transfers and Foreign Drafts*.
  - a. **One (1) voucher per .pdf file**, (include supporting documentation in the same .pdf as the voucher)
  - b. **Emergency Checks**: if requesting an emergency check and sending the voucher into the imaging queue, you must contact Accounting Services via telephone at 882-3051 to inform us you are sending this request into the queue or cc the MU ACCTG global address mailbox. This will ensure the voucher and check are processed the same day if it is determined there is valid business need. Please enter “EMERGENCY CHECK” in the comment section of the voucher along with information as to the business need of the emergency check.
  - c. **Hold Checks**: if requesting a hold check and sending the voucher into the imaging queue, please enter “HOLD CHECK” in the comment section of the voucher along with information as to the business need of the hold check. Accounting will review the documented business need provided to determine if an exception is to be made.
  - d. **Enclosures**: if requesting an enclosure/invoice be sent to the vendor with the check. Please enter “ENCLOSURE” in the comment section of the voucher so Accounting can print off a copy of the enclosure/invoice and send it to the vendor along with the check.
  - e. **Expense Advances**: if requesting an expense advance and sending the voucher into the imaging queue, you must contact Accounting Services via telephone at 882-3051 to inform us you are sending this request into the queue. This will ensure the voucher and check are processed the same day.

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- f. *One (1) email with multiple pdf files* is acceptable however; see instruction 1.g. below
- g. **File size cannot exceed 10 MB** otherwise the message will not be received
  - i. To find the file size right click in the document and look at properties to see how many MB the file size is (1,000 KB is roughly 1 MB)
- h. Stationary and graphics will add additional pages to your attachments so be sure to delete any of these if you can prior to sending the email (***PLAIN TEXT EMAIL FORMAT PREFERRED***)
- i. **File types below are explicitly rejected by the mail agent**, they refer to neither an image or to a document, but instead an executable file, a compressed file, a script, or source code of a webpage:
  - i. .bat
  - ii. .exe,
  - iii. .com,
  - iv. .pif,
  - v. .cmd,
  - vi. .js,
  - vii. .vbs,
  - viii. .zip,
  - ix. .dill,
  - x. .sit,
  - xi. .htm,
  - xii. .html

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2. Email your voucher and supporting documents to:  
[muacctgvoucherimg@missouri.edu](mailto:muacctgvoucherimg@missouri.edu) our global address list is: [MU ACCTG VoucherImaging](#):



3. **Wire Transfers and Foreign Drafts**: Please email these voucher types along with supporting documents (be sure to include the completed [Wire Transfer Form](#)) to:  
[muacctgcashmgmt@missouri.edu](mailto:muacctgcashmgmt@missouri.edu) our global address list is: [MU ACCTG Cash Management](#):

