ACCOUNTS PAYABLE UPDATES

Steve Kriz
Signature Certification/Authorization

1. Wet Signature
2. Reimbursement Worksheet
3. Signed Receipts
4. Email Certification
5. DocuSign
Email Payee/Traveler Certification

I certify that the expenses of $XX.XX claimed on Voucher# XXXXXX were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University Policy.

Note – The above certification language must be included in the email from the Payee or Traveler directly.
Email_Travel_Authorization

I have reviewed and authorize payment of Voucher# XXXXXX, including all supporting documentation and certify that the expenses claimed are in compliance with University of California – Policy G-28 Travel Regulations. In addition, I have read and understand my responsibilities as set forth in University of California – Policy BFB BUS-10 Principles of Accountability with Respect to Financial Transactions.

Note – The above authorization language must be included in the email from the departmental Approver directly.
Email_Misc ReimbursementsAuthorization

I have reviewed and authorize payment of Voucher# XYYYYY, including all supporting documentation and certify that the expenses claimed are in compliance with University of California Policies. In addition, I have read and understand my responsibilities as set forth in University of California – Policy BFB BUS-10 Principles of Accountability with Respect to Financial Transactions.

Note – The above authorization language must be included in the email from the departmental Approver directly.
DocuSign

• DocuSign is Now Available and Acceptable for Accounts Payable Forms

• DocuSign Process – DocuSign can be used for **ALL** Accounts Payable forms.

• The following Process Overview uses the TEV as an Example
DocuSign Preparer

• Complete TEV and Print/Save as a PDF

• Open DocuSign and Create a New DocuSign Envelope
DocuSign Preparer - Continued

- Upload PDF to DocuSign Envelope
DocuSign Preparer - Continued

- Add Traveler and Approver as Recipients
DocuSign Preparer - Continued

• Assign Signature and Date Signed to the Certification Section of the TEV
DocuSign Preparer - Continued

• Assign Signature, Name, Title and Date in the Authorization Section of TEV
DocuSign Traveler

• Receives Email from DocuSign
• Signs PDF in DocuSign
DocuSign - Approver

- Receives email from DocuSign
- Signs PDF in DocuSign
DocuSign - Preparer

- Receives Signed PDF from DocuSign
- Saves PDF with VoucherID in the File Name
- Sends Signed PDF Plus Scanned Images of Supporting Documents to Accounts Payable. Email Subject Line should include VoucherID and Traveler Name
Email Delivery

- Email Scanned Documents — Please limit one Voucher/Form per Email

  - Travel & Entertainment:
    - BFS-Travel.Entertainment@ucsb.edu

  - Miscellaneous Reimbursements & Memberships:
    - BFS-Misc.Reimbursements@UCSB.edu
Thank You!