

Memo

Date: February 15, 2021
To: Campus Community
From: Accounting & Budget Department
Re: Changes and Important Reminder

The Accounting & Budget Department would like to welcome Tammie Hickok, Fiscal Technician, to the team. Tammie will be managing travel, direct payments (DP's), dining invoices and other tasks.

Working remote has brought some challenges to our workflows and processes. One of the challenges we have encountered from remote work is obtaining valid signatures for documents. **Financial documents require a signature that is either manual or digital.** Typed names are not considered signatures.

Digital signatures have requirements to be valid and legal. Those requirements are that they must be completed through a signature verification application such as DocuSign or AdobeSign. The university has these applications available. Please access the Information Technology website, Helpdesk and/or wiki.

All documents that are sent to the Accounting & Budget Office must be signed manually or through a digital signature application with the validation stamp (date and time verification). Additionally, these documents must be signed by the proper Financial Manager for the cost center account charged. Signatures from anyone in the department/division are not sufficient for approvals.

Reminder: All documents for Accounting need to be sent to Accounts.Payable@millersville.edu.

New: all Request for Vendor IDs will be sent to Accounts.Payable@millersville.edu. The Accounting.Budget@millersville.edu email will be removed as of February 15th. All invoices, Vendor IDs, AP inquiries, and correspondence will be done through the AP email moving forward.