

Make every effort to submit documents on 8.5" X 11" white paper. Colored paper does not scan well.

All prepared pages can be stapled together using one staple. If there are too many pages for a regular staple, please use a large paperclip or a binder clip.

All excess staples need to be removed before submission.

The following are tips that may be helpful when preparing your documents to be submitted:

Do not write information on the back of receipts. One set per document; this information will be missed.

Do not fold or tape receipts so that they will fit on a piece of paper. If you need to cut off

unnecessary information on the receipt, it will be fed into the system. Make sure you input it