



## **The proper routing of forms to Treasurer's Office**

If forms are sent to the proper places individually, it will decrease processing time and make things run much more smoothly for all.

***Interdepartmental Invoices – Controller, 6 New South***

***Travel Vouchers – Travel, 5 New South***

***Vendor/Honorarium Vouchers -- Invoice Processing, 3 New South***

***Petty Cash Vouchers – Cashier, 3 New South***