

Memo

To: Campus Partners
From: Business Services
Date: October 30, 2023
Re: State of Maryland Document Orientation

Per a new State of Maryland directive, all documentation submitted in support of the payment of invoices, reimbursements or advances must be in a correct orientation to be reviewed by the State of Maryland General Accounting Division (GAD) auditors. This means that when the campus members are preparing documentation, the documentation must be displayed in the orientation where documents can be easily read. The documents should be forward facing and not sideways or upside down and must be legible. Since this State directive is effective immediately, we are requesting that all campus members submit their documentation in the correct orientation so that the documentation is ready for the auditors to review. If documents are submitted in the incorrect view, they will be returned to the submitting individual to be corrected. Documentation includes invoices, payment request attachments, travel reimbursement attachments, petty cash attachments and working fund attachments.

In addition, please ensure that individuals are completing W-9 forms with their legal name so that reimbursement is not delayed.

Thank you for your cooperation,

Linda Rothfus, Manager Business Services
Gayle Chapman, Assistant Controller