

**Memorandum of Understanding  
Allowing Remote Offices to  
Submit Color Scanned Financial Documents to the Central Office for Processing**

**I. Parties to Memorandum**

The parties to this Memorandum of Understanding are: \_\_\_\_\_ (hereafter called Remote Office) and the NMSU Controller.

**II. Date of Memorandum**

\_\_\_\_\_

**III. Purpose**

The purpose of this agreement is to allow remote locations to submit color scanned financial documents, in lieu of original documents, to the NMSU Central Office for processing. The procedures set forth below are designed to ensure that original records and documents of the Remote Office are adequately protected and maintained and that records that are no longer needed by the Remote Office or are of no value are destroyed according to New Mexico Administrative Codes (NMAC) and NMSU Records Management and Retention (NMSU RMR) policy. Submission of the scanned color copy to the central office does not change the status of the paper document as 'original' or the assignment of responsibility. The NMSU Controllers Office is responsible for the maintenance of all original documents. All other copies of a document, including color scanned copies, are considered the departmental copies and retention requirements apply accordingly.

**IV. Applicability**

The agreement applies to most financial documents that are submitted to NMSU Central Office for processing. These include but are not limited to: Journal Vouchers, Direct Pay, Reimbursement Vouchers, and IDVs. Color scanned invoices are **not** to be submitted for processing. Vendors are to send all invoices directly to the Accounts Payable office.

To prevent duplicate processing of documents, the Remote Office agrees to submit **only** color scanned documents and to process **all** qualifying documents using the **General Document Scanning Procedure** described under item **VI** below. In the event that original documents are submitted, they will be returned.

**V. Responsibilities**

The Remote Office will maintain for the NMSU Controllers' Office the original document and establish the level of confidentiality and security appropriate to specific types of records. The Remote Office department coordinator will maintain and monitor ongoing confidentiality and security while the records are located at the Remote Office. The Remote Office department coordinator will keep records in sequential order, by Banner Document number, and boxed according to boxing requirements set forth by the NMSU FSA-RMR office.

When records are eligible for disposition, NMSU Controllers Office will notify the Remote Office and complete and submit the NMSU Request for Disposition form for records located at the Remote Office. The Remote Office is responsible for following the FSA-RMR procedures for the disposition of original records that are electronically scanned.

In the event the Remote Office or the NMSU Controller becomes aware of an audit or governmental investigation concerning documents located at the Remote Office, the document(s) will be delivered to the Accounting and Financial Reporting department at NMSU Main Campus for further dissemination.

**VI. General Document Scanning Procedure**

1. All documents will be stamped and the following fields will be completed – Date Scanned, Destroy Date (6 years from end of current Fiscal Year), Custodian. A Banner document number will be added after document has been processed.
2. Documents will then be color scanned and sent as an e-mail attachment as follows:
  - Documents that contain only unrestricted funds will be emailed to [afr@nmsu.edu](mailto:afr@nmsu.edu) and AFR will print the emailed documents, in color, and process the same as they would an original document.
  - Documents that contain restricted funds will be sent to [spa@nmsu.edu](mailto:spa@nmsu.edu) and SPA will print the documents, in color, and process as usual.

**VII. Signatures**

NMSU Controller

VP/Department Head/Dean/Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name and Sign)

\_\_\_\_\_  
Date