

How-To: Paperless Purchasing Approvals

1. Scan the Invoice or Receipt as a PDF with a Smartphone or Tablet

You don't need a special app to scan a document as a pdf to a smartphone or tablet. Below are the links to learn how to scan a document with your specific smartphone.

A. iPhone or iPad

- a. [Click here](#) to learn how to scan a document directly with your iPhone or iPad.

B. Android smartphone or tablet

- a. [Click here](#) to learn how to scan a document directly with your Android smartphone or tablet.

2. Email the Scanned PDF to Yourself

A. iPhone or iPad

- a. [Click here](#) to learn how to email a document with your iPhone or iPad.

B. Android smartphone or tablet

- a. [Click here](#) to learn how to email a document with your Android smartphone or tablet.

3. Follow the Approval Process

- A. [Download](#) or open the appropriate form (Payment Request, or ProCard Reconciliation) and fill it out.
- B. Email the form to the approver for email approval.
- C. When you get the approval by email, merge the approval with your scanned documents into a single pdf.
 - a. [Click here](#) to learn how to merge pdf documents.
- D. Email the single PDF to accountspayable@humboldt.edu