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CU I&E Submission: Going Paperless! [1]

Team Information

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What

With our new office, (1 year in April) we have taken what used to be 100's of invoices from different departments that would be printed and given to us to an entirely new way of processing invoices and receipts for expense reports. Everything is scanned once and sent via email from over 25 departments that we support. We have gone from 100% printing to probably 75% paperless for our employees. Saving paper, space and time. We are making what once used to be a cumbersome process to a more efficient streamlined way of processing things in our office.

Why

To be more efficient, accurate and economical.

When

April 1, 2019 and used daily.

Source URL:https://www.cu.edu/controller/i-e-awards/past-submissions/cu-ie-submission-going-paperless

Links
[1] https://www.cu.edu/controller/i-e-awards/past-submissions/cu-ie-submission-going-paperless
[2] mailto:lambertb@colorado.edu