



### Summary of Changes in Financial Procedures

Procedure	Old Procedure	New Procedure
Employee Reimbursements	Submit to Supervisor Via Email	Submit Via the <a href="#">Employee Reimbursement Request Tracker</a>
Credit Card Receipts Processing	Submit to Supervisor Via Email	Submit Via the <a href="#">Credit Card Receipts Tracker</a>
Vendor Payables/Invoices Processing	Submit to Supervisor Via Email or Received Via U.S. Mail	Submit to Supervisor Via Email or Received Via U.S. Mail