SAMPLE: CORRECTLY FORMATTED EMAIL APPROVAL

From: SLUSSER, TAMMY
To: apinvoices at Kent State University
Cc: FARINA, MICHAEL
Subject: ComDoc, Inc. IN3892707, IN382708, IN3892706
Date: Wednesday, August 5, 2020 8:42:33 AM
Attachments: ComDoc FlexInvoice - Kent State University for 7-2020.xls
Payment request form.xlsx

Hello,

I approve the attached payment request:

- Vendor: ComDoc, Inc.
- Banner ID: 80█████3
- Invoice #: IN3892707, IN3892708, IN3892706
- Amount: $2,885.93
- Initiator: Mike Farina
- Approver 1:   Tammy Slusser, Controller

Thanks,
Tammy

Tammy M. Slusser, CPA, MBA
Controller
Kent State University | 234 Schwartz Center
PO Box 5190 | Kent, OH 44242
T: 330-672-4540 | F: 330-672-5434 | tslusser@kent.edu

From: FARINA, MICHAEL <farinami@kent.edu>
Sent: Tuesday, August 4, 2020 9:47 PM
To: SLUSSER, TAMMY <tslusser@kent.edu>
Subject: ComDoc, Inc. IN3892707, IN382708, IN3892706

Hi Tammy,

I have reviewed the ComDoc invoice for June and it is ok to pay, please forward your approved copy to AP if you are ok with it.

Vendor: ComDoc, Inc.
Banner ID: 80█████3
Invoice #: IN3892707, IN3892708, IN3892706
Amount: $2,885.93
Initiator: Mike Farina
Approver 1:

Thanks!
Mike Farina, MBA
Manager, Financial Accounting
Controller's Office
Kent State University
330-672-8614
farinami@kent.edu