



Response to Request for Information

Reference FOI 000067
Date 13 April 2016

Accounts Payable Invoices

Request:

Questions:

- 1) Do you currently have scanned electronic images of your accounts payable (AP) invoices?
[Yes.](#)
- 2) If yes, when did you start scanning?
[We started scanning all invoices received through a third party supplier from 1/4/2014.](#)
- 3) If no, are hard copy AP invoices stored on-site or stored off-site?
[Prior to the above, invoices were scanned to disk at the end of each financial year. Any hard copy invoices we have are now minimal and are stored on site.](#)