

For more information and FAQs, see our PaperSave Resources webpage at

[uscfoundations.com/papersave](https://uscfoundations.com/papersave)

**PAYMENT SCHEDULES:**

- Our payment schedule is based on when an item is **fully approved at the department/college level in PaperSave**, NOT when an item was submitted, or any other date. Approve your items on or before the end of Thursday each week for faster processing.

**PAPERSAVE TIPS FOR APPROVERS:**

- If you are also the payee and First Approver, you must select “Send to Second Approver” unless that approval is clearly already included within the documentation. If you are the Second Approver, then the request must either be approved by a different First Approver and/or include documentation of higher-level approval than yourself.
- Please do not hit “Reject” on an item for minor errors, math discrepancies, etc.; instead, enter a Comment before clicking Approve or clicking Send to Second Approver, and that will let us know what should be changed. Additionally, if a change/update is needed from the Foundation side, please send us an email at [EdFndAP@mailbox.sc.edu](mailto:EdFndAP@mailbox.sc.edu) to make sure we don’t miss it.
- Only hit Reject for internal/departmental policy violations, duplicate submissions, incorrect funding source/project, **complete lack of documentation (no attachments)**, incorrect documentation (wrong request), or something else egregious.
- Don’t forget to set your Forwarding for extended absences! See the Approver’s guide at <https://www.uscfoundations.com/educational-foundation/university-employees/form-center> to find out how (pp. 4-5). If you forget to set Forwarding, you can email our PaperSave administrator, Craig Glass ([glasscs@mailbox.sc.edu](mailto:glasscs@mailbox.sc.edu)) with your designee and end date.