

For more information and FAQs, see our PaperSave Resources webpage at [uscfoundations.com/papersave](https://uscfoundations.com/papersave)

#### GENERAL INFORMATION:

- Our PaperSave admin is Craig Glass ([glasscs@mailbox.sc.edu](mailto:glasscs@mailbox.sc.edu)), and our Reporting Xpress admin is Preston Floyd ([floydtp@mailbox.sc.edu](mailto:floydtp@mailbox.sc.edu)).
- The Foundation now has two shared mailboxes to help, or you can always reach us personally:
  - [FounSyst@mailbox.sc.edu](mailto:FounSyst@mailbox.sc.edu) for questions regarding systems access, passwords, outages, etc.
  - [EdFndAP@mailbox.sc.edu](mailto:EdFndAP@mailbox.sc.edu) for non-systems AP questions about policy, adding documentation, status, etc.
- The Request for Disbursement (RFD) form has a new link as of 2/29/24:  
<https://246074.cloud2.papersave.com/PaperSave%20Forms%20Server/SmartForm.aspx?ID=12>
- The ACH signup form has a new link as of September 2025:  
<https://www.uscfoundations.com/forms/ach-authorization-agreement>
- Updated PaperSave users' guides are available on our website [here](#). Learn how to:
  - **Find your vendor** through additional search options (p.2 of Submitter's Guide)
  - Change a vendor's address after you select the vendor (pp.3-4 of Guide)
  - Add multiple projects within one request, even if they're for different departments, and/or multiple rows for the same project within one request (p.6)
  - Find the current status of active requests and research completed requests (My Workflow Items report)
- **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. *Ask your approver(s) to approve your items on or before the end of **Thursday** of each week for faster processing.*

## MORE PAPERSAVE TIPS FOR INITIATORS:

- Did you receive notice of a rejected item?
  - Items rejected by a First or Second **Approver** were rejected by a Departmental or Dean Approver within your own department or college.
  - Items rejected by a First or Second **Auditor** were rejected by the Ed Foundation; we try to include notes when we do so, including who to contact.
  - Please direct any questions appropriately 😊
  - *Note that all rejected items must be restarted from the beginning.*
- Please review whether your vendor's payment method is "Electronic Funds Transfer" or "Check"; please ask "Check" vendors which are new to you to sign up for EFT **before** submitting the request; our [ACH signup form can be found here](#) (new form as of September 2025!)
- Realize you made a mistake right after you clicked Submit? Please ask your First Approver to reject the item rather than Foundation, and then start a new submission once you receive the rejection notice.
- Didn't get a confirmation email after submitting an RFD? Use the My Workflow Items report to see if the submission exists with an error; if so, don't worry, the Ed Foundation will fix it, but if not, then please re-submit.