



**Government Cost Compliance
Administration & Finance**
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Dear Business Administrator,

Several departments have expressed interest in returning statements to GCC via Email. Should you choose to utilize this option, please use the following guidelines: NO EXCEPTIONS

- Subject headings must include the following information, in this specific order, no exceptions: Semester, Year, the acronym LVS, and 7 digit cost group. For example, FALL 2014 LVS 6262416
- Each PDF attachment must be titled and include the following information, in this specific order, no exceptions: Semester, Year, LVS, and 7 digit cost group.
- If you choose to send an individual attachment for each LVS, please add the statement Type (1, 2, or 3) with grant # for Type 1s or M# for Type 2s.
- For example, Summer 2014 LVS 6262416 Type 1 1234567 or Summer 2014 LVS 6262416 Type 2 M0123456
- A single PDF should contain a single cost group
- If you have multiple cost groups to return, send a single email w/multiple attachments, rather than multiple emails
- Try to batch as many statements as possible to limit excessive emails which can be difficult to manage.
- All attachments should be in PDF format

Thanks for your cooperation

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