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District Deputies Expenses



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**Receipts – These need to be
submitted in PDF. If you do not
have the capability to submit PDFs.**

There is an app that can help.



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**Genius Scan – This is a
scanner that fits in your
pocket. You can download
from either the App Store or
Google Play Store.**

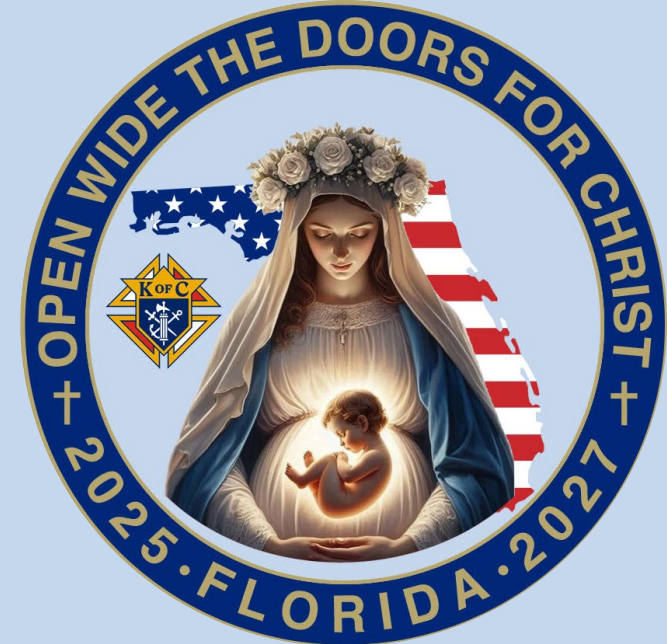
Best Part it's FREE.



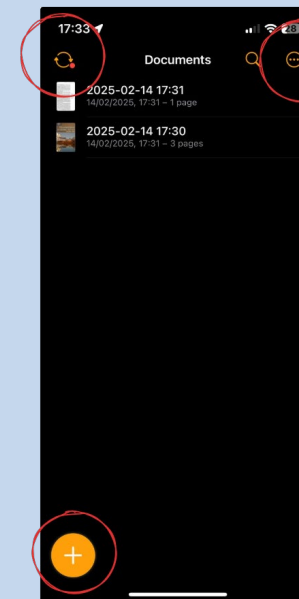


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**Once you download it,
it's very user friendly.
Open the app, click on
the +, this will open your
camera.**



Login & sync your scans



Access settings

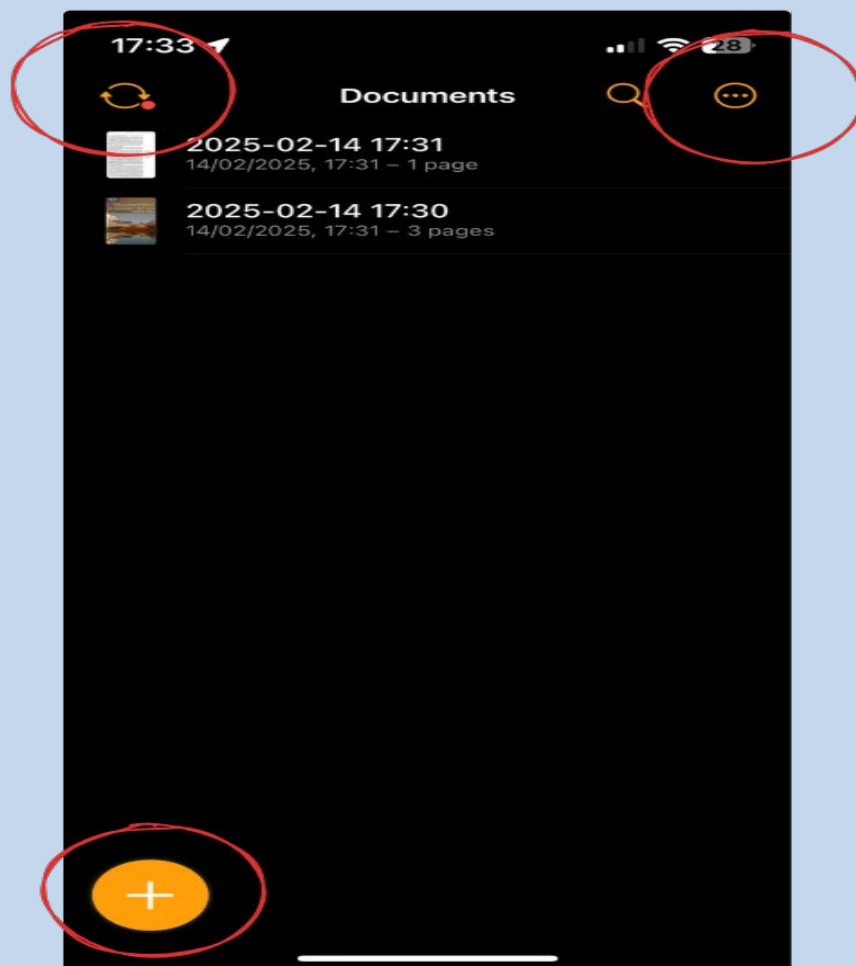
Scan a document



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Login & sync your scans



Access settings



Scan a document



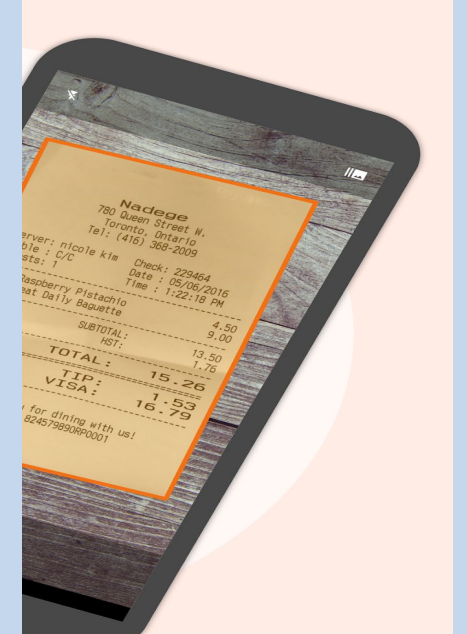
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**Hover over the
document you wish to
scan, and the app
automatically creates
the PDF.**





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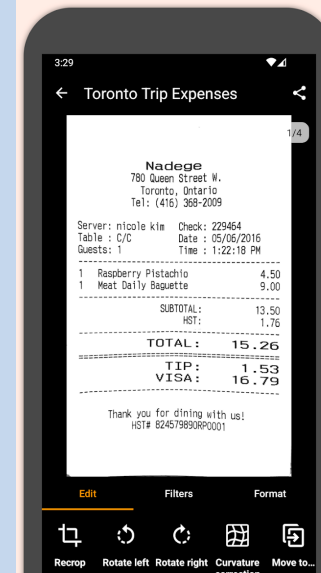


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**At the bottom of the
scan you can add
additional pages,
rename, save, edit or
export.**



**Create multi-
page PDF
documents**

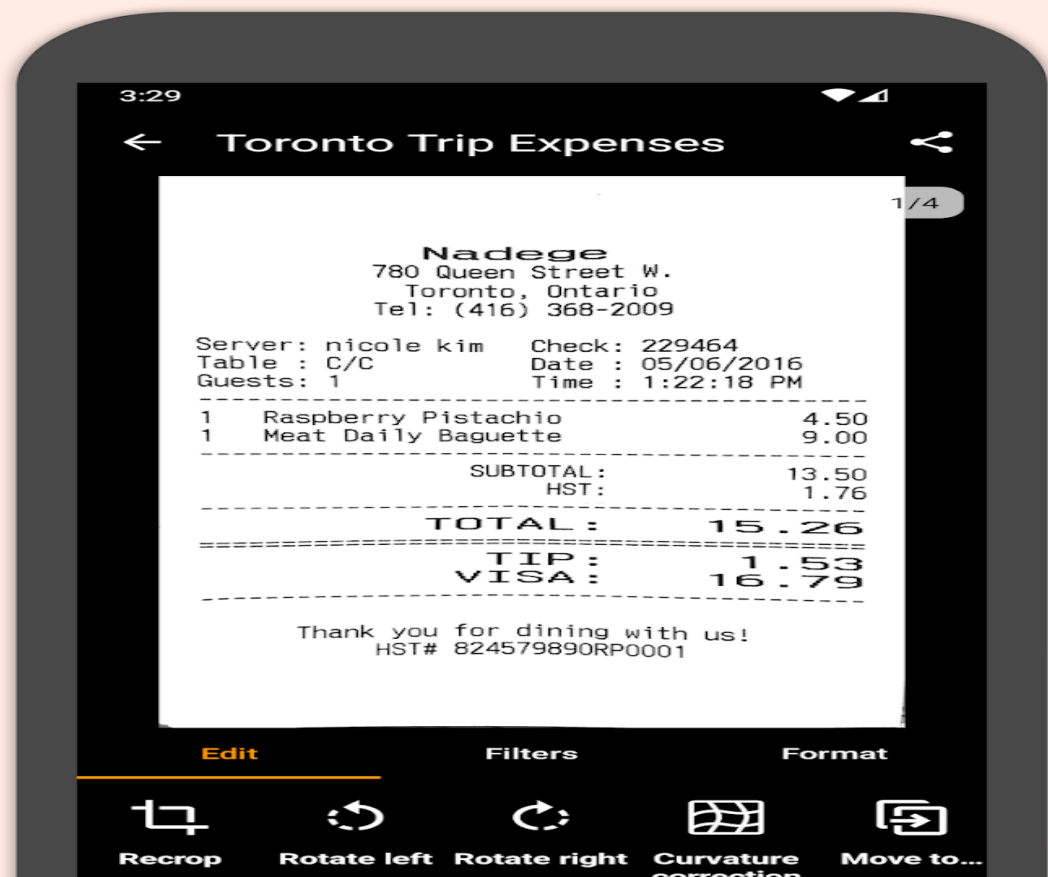




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**Create multi-
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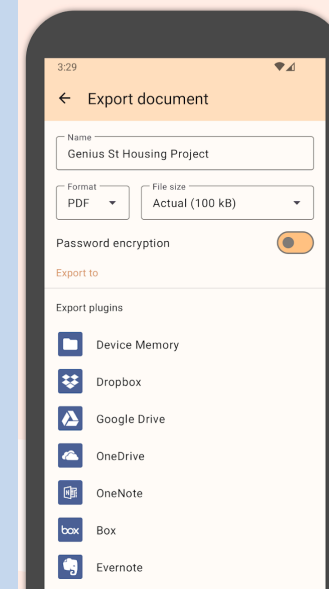


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**Once you have all your
documents saved,
these are ready to be
emailed along with
your expense report.**



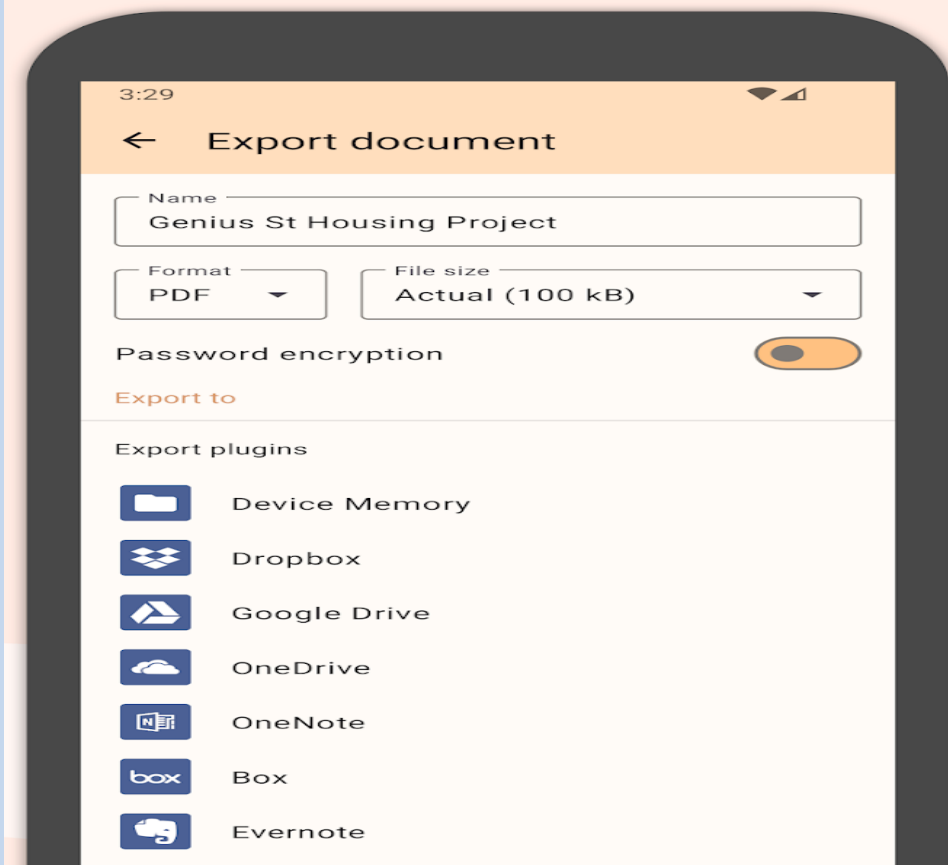
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**If you have any
questions, please see
me during one of the
breaks.**



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**Please note my
new email address:**

carlos.Ortiz.EA@outlook.com



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**Thank you for you
attention**

Vivat Jesus