



information, and names, mother's maiden name, or date and place of birth used in conjunction with the other elements listed previously) and information not directly related to the transaction.

- iii. Where supporting documentation is necessary to upload, but portions of it contain Personally Identifiable Information, those portions must be permanently redacted.

### 3. Policy

- a. The University Accounting Office is responsible for processing journal vouchers, noncash vouchers, and journal voucher uploads in compliance



data, identifying the original transaction(s) being corrected. If reversing or correcting a portion of a transaction, note the amount of the transaction affected by the journal voucher.

5. Responsible Administrator

The Vice President for Finance and Administration, or designee, is responsi