

# PSU Confidentiality Form



This form is to be completed, by the department, when documentation is provided to FAST-CAS but, for confidentiality purposes, the vendor's document should not be scanned into OnBase. This form will serve as a place holder, in OnBase, for the original invoice.

I#: \_\_\_\_\_

Vendor: \_\_\_\_\_

This invoice has sensitive data pertaining to PSU

This documentation shows social security numbers

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



*For official use only:*

**\*\*Original invoice can be found in the Department's files\*\***