Proper Documentation

<u>Exhibit J's / Expense Reports</u>

- Public purpose
- Itemized receipts
- Event or meeting agenda
- Cost comparisons, as needed (quotes)
- Signatures
- Email/written approval
- Documentation uploaded

<u>P-Card</u>

- Billing Description
- Public purpose
- Itemized receipts
- Email/written approvals, as needed
- Moved to correct account, expense redistributed
- Use tax applied, as needed
- Documentation uploaded

<u>Requisitions</u>

- Public purpose
- Quote
- Purchase approvals, as needed (email)
- Documentation uploaded

<u>Journal Entries (IDT's, IST's and IPT's)</u>

- Detailed public purpose
- Screenshot of existing expense/revenue
- Copy of invoice (IST)
- Documentation uploaded