

## Documentation

UAB must answer to many external parties (e.g. the State of Alabama, grant/contract sponsors, and the federal government). We are required to maintain detailed information sufficient for proper accounting of expenditures. This information is known as “documentation”. In some cases, documentation is noted on the online requisition form itself, but in many cases, electronically scanned documentation is ‘attached’ to the online requisition.

Documentation must include:

- A full description of the goods or services
- The detailed UAB business purpose of the expenditure
- Internal Authorizations (i.e., event preapproval, routed contracts, personal services forms, etc.)
- Evidence (receipts, invoices, etc.) to support the amount paid and the method of payment

Individuals requesting reimbursement for legitimate UAB costs paid for with personal funds should submit the following as proof of payment:

### **If paid in cash:**

- The original register receipt  
or
- The original vendor invoice/ticket indicating that it was paid in cash  
AND
- Signed Certification Statement on the Reimbursement Form

### **If paid by check, debit/credit card:**

- The original credit card receipt  
or
- The original vendor invoice/ticket  
AND
- Signed Certification Statement on the Reimbursement Form

### **NOTE:**

The official certification statements are available by printing the applicable completed online Oracle Payment Request Documentation Form, which includes the certification statement. This should be signed by the individual who is going to be reimbursed and then faxed along with your other supporting documentation into the official optical imaging system before it is submitted into Oracle Workflow.

- If you are concerned about submitting a credit card receipt or statement that displays the credit card number, the credit card number may be blackened out with a pen.
- **IF** the credit card receipt is not available, you may **instead** submit a copy of the paper or online credit card account statement showing the cardholder’s name, with that specific charge circled. If you are concerned about submitting a credit card account statement that displays the credit card number, the credit card number may be blackened out with a

pen. You may also blacken out any of the other unrelated transactions on the credit card account statement, as long as the vendor, transaction date, and transaction amount of the applicable transactions remain clearly visible.

- For documentation of a payment made by check, **IF** a copy of the receipt is not available, you may **instead** submit a copy of the cancelled check. If the cancelled check is not available, you may submit a copy of other suitable paper or online banking records showing that specific payment circled. If you are concerned about submitting a copy of the cancelled check or other banking records that displays the bank account number, the bank account number may be blackened out with a marker. However, the payee/vendor, check date, and the cancelled check amount must remain clearly visible. (On a cancelled check, be careful not to hide the encoded confirmed payment amount in the lower right-hand corner of the check, because that is what indicates that the check has actually been paid/cancelled).

- Other forms of documentation may be used to establish proof of payment. If so, the documentation must clearly define the parties involved along with the transactional detail (cost, description, etc.).