

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”.

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

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

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).