

2009 RURAL ALABAMA INITIATIVE ACES PI PAYMENT CHECKLIST

Purchasing Card: (1) Signed/Dated by PI; (2) VISA Card Holder Signature; (3) Summarize Items Purchased; (4) Business Purpose; (5) RAI Grant Number (08-RAI-00XX) ; (6) FOAP; (7) Original Itemized Receipts to Reconciler; (8) Copy of Itemized Receipts to ACES Admin SVS [Ken]; (9) Keep a Copy.

http://www.auburn.edu/administration/business_office/policy_manual/purchasing.html

AU Vendor Voucher: (1) Signed/Dated by PI; (2) Payee Name & Address; (3) ACES Name & Address; (4) Vendor #; (5) Invoice Date ; (6) Invoice Amounts; (7) FOAP(s); (8) Sum of Invoice Amounts per FOAP = "Total Amount"; (9) Copy.

http://www.auburn.edu/administration/business_office/pdf/bo5501.pdf

Supporting documents:

- Original Itemized Vendor Invoice
- Expenditure Summary (Explains what makes up the Budget Line Items)
- On **each** expenditure:
 - Business Purpose
 - Cost & Payee
 - RAI Grant Number (09-RAI-00XX)
 - Evidence of Payment (if Grantee is seeking reimbursement from AU)

Internal Transaction Voucher: (1) Request in writing; (2) RAI Grant Number; (3) Participant Name; (4) Amount; (5) Agenda; (6) Evidence of Registration; (7) Business Purpose.

Travel Expense Report: (1) Traveler & PI Signatures; (2) RAI Grant Number; (3) Participant Name & Contact Info; (4) Amount; (5) Agenda; (6) Evidence of Registration; (7) Business Purpose; (8) FOAPs; (9) Itemized Receipts; (10) If Flying: CC Evidence; (11) Non-AU/ACES Traveler: No Per Diem.

http://www.auburn.edu/administration/business_office/policy_manual/travel.html

http://www.auburn.edu/administration/business_office/pdf/bo5505.pdf

Salary/Wages & EE Benefits: (1) Who received; (2) How calculated; (3) Period of Performance; (4) Evidence of Payment.

- Equipment:** Original Itemized Receipts. Purchase Requisition/P.O. (Item > \$2,500).
- Facilities:** Original Itemized Receipts. PSC if Contract utilized.
- Materials & Supplies/Postage:** Original Itemized Receipts.
- Meals/Lodging:** (1) Original Itemized Receipts; (2) Participant List; (3) Agenda; (4) Explain if paying for > Participant List.
- Honorarium:** TER with: (1) Guest's name & title/position; (2) Guest's Vendor #; (3) Date & Purpose; (4) Amount; (5) Mailing Address; (6) Copies of agreement/correspondence; (7) Appropriate Dean's signature.
- Consulting & Catering:** (1) Fully-executed PSC & Form IC 99-01 before event occurs; (2) Who received; (3) Period of Performance; (4) Agenda; (5) Participant List.

http://www.auburn.edu/administration/business_office/spending/paymentic.html

- Computer Purchases:** (1) Use AU Contract (Bertha Gibbs; 334-844-3509); (2) Submit transaction details to ACES Admin SVS.

http://www.auburn.edu/administration/business_office/pps/contracts.html

- RAI Project Update Form:** Required with each Reimbursement submission (minimum: Quarterly, regardless of activity).
- Budget Mod Request:** (1) **ANY** Scope change; (2) Line Item Change > 10% Award; (3) Call ECDI first; (4) Must receive written ECDI approval.