

Supporting Documentation Guidelines for Direct Payment Requests

NOTE: Not all requests for payment will require all types of documents.

Typical Request Types:

HOSTING – Announcement or agenda of function related to hosting an individual, list of attendees, itemized expense receipt(s).

PERSONAL REIMBURSEMENT – Itemized expense Receipt(s), invoice(s), agenda (as needed) and list of attendees (as needed).

DIRECT PAYMENT TO VENDOR – Invoice

Types of Documents:


INVOICE - Invoice (not a statement) showing itemized detail of purchase.

LIST OF ATTENDEES - List of individuals (names) participating in the hosting/attending meal or event. Include each attendee’s relationship to the event, i.e. OSU employee, candidate, guest speaker, donor, etc.

ANNOUNCEMENT/INVITATION - Announcement regarding or invitation to event (email, flyer, etc.)

AGENDA – Agenda for event (may be used in lieu of list if there is a large group).

RECEIPTS (Cash/Check or Credit Card purchase) – Document showing evidence of expenditure. Reflects proof of amount paid, date of transaction, identifies the related business purpose/expense(s) and must include separate itemized list of any charges for meals, gratuities, alcoholic beverages, etc.

A “tear tag”  showing only the total charge or a credit card statement

is inadequate for reimbursement. Every effort must be made to provide an itemized receipt; however, if this is not possible, a non-itemized receipt will be accepted upon submission of a written statement specifying the expense details and signed by the individual requesting reimbursement.

Credit Card Statement				PO Box 555 Anytown, US	
Account Number	Name		Statement Date	Payment Due Date	
1234 567 8901	Suzy Student		1/15/2005	2/14/2005	
Credit Line	Credit Available	New Balance	Minimum Payment Due		
\$1500.00	\$500.00	\$1000.00	\$30.00		
Reference	Sold	Posted	Activity Since Last Statement	Amount	
89XB773		12/12	Payment Thank You		-10.00
78XY667	12/20	12/22	Gas 'n' Go	SmallTown US	35.24
34XP889	12/23	12/26	Gift Attic	Whoville US	63.02
23XY001	12/26	12/28	Computer Monitor	Techville US	697.78
76X0E11	1/8	1/10	Pizza Palace	SmallTown US	24.53

Hotel Receipt – Must reflect all charges individually and taxes.

Credit Card Transactions – Must have two receipts, unless all information is contained on a single receipt. One receipt must reflect detail of purchase: itemizing food, drinks or items. Second receipt must show total payment amount and identify how payment type. Gratuity (tip) amount clearly recorded and reflected in the total amount paid.

UNUSUAL CIRCUMSTANCE EXPLANATION – Email correspondence with OSU Foundation regarding inquiry/approval of unusual purchase or circumstance. This type of request must include a signed statement documenting the understanding and subsequent approval of purchase or circumstance. The statement should provide definitive clarification for audit purposes. Signature or email approval of account signatory may be warranted for this situation.