**Purpose**

To help ensure that university payment guidelines are followed and that all required documentation is retained.

**Payment Guidelines**

Follow university procurement guidelines for voucher payment.

**Documentation Guidelines**

The following documents should be retained:

* all invoice support to payment vouchers, including documentation of hours worked and work performed by vendors.
  + Ensure that invoices are correctly dated
* FEMA does not allow cost plus agreements (cost to the vendor plus a profit percent)
* If the contract for purchase is not encumbered on a purchase order, attach the entire agreement to each purchase voucher.
* Documentation of vendor debarment/suspension check
* FP&C Project Manager approval to pay
* If the Voucher is for a surety bond refund, attach documentation of the refund

In the Voucher itself:

* Ensure that all scanned documentation is legible when uploaded to the financial system.
* In the Voucher Comments, list:
  + Disaster name and number
  + Whether this is a like-kind replacement or an improved purchase