

Submitting Documents to the CALS Business Office (CBO) Checklist

List of required information and documentation needed when submitting:
Invoices, p-card receipts, journal voucher entry requests, interdepartmental sales requests, requisition requests, and deposits

INVOICES

When submitting **vendor invoices** for payment, the following should be included:

- Invoice must be marked as an “invoice” (not an agreement, statement proposal, MOU, contract, etc.), uniquely numbered with contact information to include mailing address and telephone number
- Valid project and phase
- Date goods or service received
- Detailed Business Purpose
- Purchase Authorization (PA), if applicable, number ex. 2015-03-1111 (created through the CALS online PA system at go.ncsu.edu/cbo under the resources tab)

-Additional documentation below may be required depending on the invoice

- Food/Meal Invoices
 - [AP107](#) for non-travel food and meal costs (ex. Walmart purchases for breaks, meeting food/catering, lunches meetings)
 - Attendee list
 - Agenda
- Travel Authorization number for prepaid charges
- [AP106](#) for conference invoices (catering, room rental, printing costs)
- [Alcohol Authorization](#) (located go.ncsu.edu/cbo- under documents and forms tab)
- [AP104](#) for non-employee travel authorization (for pre-paid travel costs)
- Contract Control Number (if associated with a contract between vendor and NCSU)

- Approval (email or signature) of project custodian or delegated authority if invoice is split between different departments

When submitting **Contracts and Grants sub-award invoices** for payment, the following should be included:

- Valid project and phase
- PI Approval
- Sub-award is certified by sub-recipient (2CFR200.415)

When submitting **county reimbursement requests** for payment, the following should be included:

- CALS County reimbursement form completely filled out, indicating total amount to reimburse.
- Itemized receipts showing 0.00 balance or proof of payment
- Travel Authorization number for prepaid charges, if applicable
- Conference payments-see Travel & Conference Requirement sheet
-AP106 (catering, room rental, printing costs)

When submitting **personal reimbursement requests** for payment, the following should be included:

- CALS Personal reimbursement form completely filled out
- Supervisor signature (printed and signed)
- Itemized receipts showing 0.00 balance

-Additional documentation below may be required depending on the invoice

- AP107 for non-travel food and meal costs (ex. Walmart purchases for breaks, meeting food/catering, lunches meetings)
 - Attendee list
 - Agenda
- Travel Authorization number for prepaid charges
- AP106 for conference invoices (catering, room rental, printing costs)
- Alcohol Authorization

- AP104 for non-employee travel authorization

When submitting ***honorarium requests*** for payment, the following should be included:

- Memo department letterhead signed by designee
- Description of honorarium
- Cannot be labeled invoice
- Copy of Visa for International recipients (contact the Foreign National TAX Office 513-3846 for additional requirements)

P-CARD RECEIPT

When submitting ***p-card receipts for reconciliation***, the following should be included:

- An itemized receipt (Should include vendor address, date of transaction/order, itemized description of item(s), quantity of each item and unit price, shipping charges and shipping address, billing address (when utility or subscription bills), and amount paid.
- Project/Phase
- Detailed Business Purpose
- Travel Authorization number
- Any other documentation necessary. Please reference the [Cardholder Documentation Checklist](#) for guidance.

JOURNAL VOUCHER/INTERDEPARTMENTAL JOURNAL REQUESTS

- Completed [CBO JV/IDJ form](#) (located go.ncsu.edu/cbo-under documents and forms tab) or submit directly into ServiceNow.
- WRS report showing charges
- Explanation for change

BILLING/INTERDEPARTMENTAL SALES REQUESTS

- Completed [CBO Billing/Interdepartmental Sales form](#)
(located go.ncsu.edu/cbo- under documents and forms tab)
- Departmental form if applicable

PURCHASE REQUISITION REQUESTS

- Detailed description of goods and services being ordered.
- Specifications for the bid process
- Copy of Supplier quote and contact information (phone and email)

REQUESTING SOLE SOURCE

- Indicate if vendor has a Convenience Contract, Statewide IT or Term Contract. If Sole source- submit a justification memo and a Waiver of Competitive Bidding, see [Purchase Requirements](#)
- Department Head approval of sole source/waiver of competitive bidding must be attached with the memo (approval can be via email or a signature on the memo).

Review link [HERE](#) for details of purchasing goods or services >\$5000

DEPOSITS

When submitting ***deposits for Foundation 6 accounts***, the following should be included:

- Letter from donor stating use of donation
- Check(s) or cash

When submitting ***deposits for Gift 7 accounts***, the following should be included in triplicate:

- Letter from donor stating use of donation
- Check(s) or cash
- [BA151](#)
- Completed Deposit slip

When submitting ***deposits to receipt accounts (376xxx or 4xxx52) and refund of expenditures***, the following should be included:

- Deposit slip completed (not required for 6 account refund of expenditures)
- Check(s) or cash
- For refunds documentation of original expenditure (WRS showing original charge)
- [Refund of expenditure form](https://go.ncsu.edu/cbo) for 6 accounts (2 copies) (located at go.ncsu.edu/cbo under the documents and forms tab)