

CALS Business Operations

Submitting Documents to the CALS Business Office (CBO) Checklist

Below is a list of required information and documentation needed when submitting: Invoices, PCard receipts, journal voucher (JV) entry requests, interdepartmental sales requests, requisition requests, and deposits.

INVOICES

Vendor Invoices for payment, requirements:

- ☐ Marked as an “invoice” (not an agreement, statement proposal, MOU, contract, etc.)
 - ☐ Uniquely numbered
 - ☐ Vendor contact information must include:
 - ☐ Mailing address
 - ☐ Telephone number
- ☐ Valid project and phase
- ☐ Date goods/services received
- ☐ Detailed business purpose
- ☐ Purchase Authorization (PA) number (*if applicable*)
 - (ex. 2015-03-1111) created through the CALS online [PA system](#) on the [CBO Homepage](#))

NOTE: Additional documentation below may be required depending on the invoice

- ☐ Food/M meal invoices
- ☐ [AP 107 Non-Travel Meals Authorization Expense Form](#) for non-travel food and meal costs (ex. Walmart purchases for breaks, meeting food/catering, lunches meetings)
 - *The link will take you to the CBO Documents & Forms Page, the [AP 107 Non-Travel Meals Authorization Expense Form](#) is located under the “Business Services” section within the “General Accounting” subsection*
- ☐ Attendee list
- ☐ Agenda
- ☐ Travel Authorization (TA) number for prepaid charges
- ☐ [AP 106 Sponsored Conference Authorization Form](#) for conference invoices (catering, room rental, printing costs)
 - *The link will take you to the CBO Documents & Forms Page, the [AP 106 Sponsored Conference Authorization Form](#) is located under the “Business Services” section within the “General Accounting” subsection*
- ☐ [Alcohol Authorization](#)
- ☐ [AP 104 Non-Employee Travel Authorization Form](#): for non-employee travel authorization (for pre-paid travel costs)
 - *The link will take you to the CBO Documents & Forms Page, the [AP 104 Non-Employee Travel Authorization Form](#) is located under the “Business Services” section within the “Travel” subsection*
- ☐ Contract Control Number (if associated with a contract between vendor and

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NCSU)

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

Contracts and Grants Sub-Award Invoice, requirements:

- ☐ Valid project and phase
- ☐ PI approval
- ☐ Sub-award is certified by sub-recipient (ex:2CFR200.415)

County Reimbursement Requests, requirements:

- ☐ [Personal Reimbursement Form \(for Non-Travel Reimbursements\)](#) completed, indicating the total amount to reimburse.
 - The link above will take you to the CBO Documents and Forms page. The [Personal Reimbursement Form \(for Non-Travel Reimbursements\)](#) is located under the “Business Services Section within “General Accounting”
- ☐ Itemized receipts showing a \$0.00 balance/proof of payment
- ☐ Travel Authorization (TA) number for prepaid charge (if applicable)
- ☐ Conference payments
- ☐ [AP 106 Sponsored Conference Authorization Form](#) (catering, room rental, printing costs)
 - The link will take you to the CBO Documents & Forms Page, the [AP 106 Sponsored Conference Authorization Form](#) is located under the “Business Services” section within the “General Accounting” subsection

Personal Reimbursement Requests, requirements:

- ☐ [Personal Reimbursement Form \(for Non-Travel Reimbursements\)](#) completed
 - The link above will take you to the CBO Documents and Forms page. The [Personal Reimbursement Form \(for Non-Travel Reimbursements\)](#) is located under the “Business Services Section within “General Accounting”
- ☐ Supervisor signature (printed and signed)
- ☐ Itemized receipts showing a \$ 0.00 balance

NOTE: Additional documentation below may be required depending on the invoice

- ☐ [AP 107 Non-Travel Meals Authorization Expense Form](#): for non-travel food and meal costs (ex. Walmart purchases for breaks, meeting food/catering, lunches meetings)
 - The link will take you to the CBO Documents & Forms Page, the [AP 107 Non-Travel Meals Authorization Expense Form](#) is located under the “Business Services” section within the “General Accounting” subsection
- ☐ Attendee list
- ☐ Agenda

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- ☐ Travel Authorization (TA) number for prepaid charges
- ☐ [AP 106 Sponsored Conference Authorization Form](#) conference invoices (catering, room rental, printing costs)
 - The link will take you to the CBO Documents & Forms Page, the [AP 106 Sponsored Conference Authorization Form](#) is located under the “Business Services” section within the “General Accounting” subsection
- ☐ [Alcohol Authorization](#)
- ☐ [AP 104 Non-Employee Travel Authorization Form](#):
 - The link will take you to the CBO Documents & Forms Page, the [AP 104 Non-Employee Travel Authorization Form](#) is located under the “Business Services” section within the “Travel” subsection

Honorariums/Stipends/Award/REU Payment Request, requirements:

- ☐ A memo on department letterhead signed by the department designee
- ☐ Completed and signed [Payment Request Memo- Honorarium](#)
- ☐ Description of honorarium
- ☐ Cannot be labeled “invoice”
- ☐ Copy of Visa for International recipients (contact the [International Compensation and Taxation Office](#) for additional requirements)
- ☐ Stipends/REU/REU +/REG: [Stipend Payment Request Memo](#)

P-CARD RECEIPT

Please reference the [Cardholder Documentation Checklist](#) for guidance.

PCard Receipts for Reconciliation, requirements:

- ☐ An itemized receipt that includes:
 - Vendor address
 - Date of transaction/order
 - Itemized description of the item(s)
 - Quantity of each item
 - Unit price
 - Shipping charges
 - Shipping address
 - Billing address (when utility or subscription bills)
 - Amount paid
- ☐ Project/Phase
- ☐ Detailed business purpose
- ☐ Travel Authorization (TA) number
- ☐ Any other documentation necessary

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JOURNAL VOUCHER/INTERDEPARTMENTAL JOURNAL REQUESTS

- ☐ Completed [JV/IDJ Request Form](#) or submit directly to [ServiceNow](#)
 - The link will take you to the CBO Documents & Forms Page, the [JV/IDJ Request Form](#), is located under the “Business Services” section within the “General Accounting” subsection
- ☐ WRS Report showing the charge
- ☐ An explanation of the change

BILLING/INTERDEPARTMENTAL SALES REQUESTS

- ☐ Completed [CBO Billing/ Interdepartmental Sales Request \(IDS/IDB\) Form](#)
 - The link will take you to the CBO Documents & Forms Page, the [CBO Billing/ Interdepartmental Sales Request \(IDS/IDB\) Form](#), is located under the “Business Services” section within the “General Accounting” subsection
- ☐ Departmental form (if applicable)

PURCHASE REQUISITION REQUESTS

- ☐ A quote from the vendor including a 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 the vendor has:

- ☐ A Convenience Contract
- ☐ Statewide IT Contract
- ☐ Term Contract

If a Sole source submit:

- ☐ A justification memo
- ☐ [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 the link [HERE](#) for details of purchasing goods or services >\$5000

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DEPOSITS

Deposits for Foundation 6 Accounts, requirements:

- ☐ Letter from the donor stating the use of the donation
- ☐ Check(s)

Deposits for Gift 7 Accounts, requirements:

- ☐ Letter from the donor stating the use of the donation
- ☐ Check(s)
- ☐ [BA-151 – Notification of Gift Form](#)
 - The link will take you to the CBO Documents & Forms Page, the [BA-151 – Notification of Gift Form](#) is located under the “Business Services” section within the “General Accounting” subsection
- ☐ Completed Deposit slip

Deposits to Receipt Accounts (376xxx or 4xxx52) and Refund of Expenditures, requirements:

- ☐ Deposit slip completed (**not** required for 6 account refund of expenditures)
- ☐ Check(s)
- ☐ For refunds documentation of original expenditure (WRS Report showing the original charge)
- ☐ [Foundation Transmittal for Refund of Expenditures Form](#) for **6 accounts** (2 copies)
 - The link will take you to the CBO Documents & Forms Page, the [Foundation Transmittal for Refund of Expenditures Form](#), is located under the “Business Services” section within the “General Accounting” subsection

Cash Deposits: Should be taken to the University Cashier's Office in person by the department.

- ☐ The University Cashier’s Office is located at: **2000A Harris Hall** (2831 Thurman Drive)