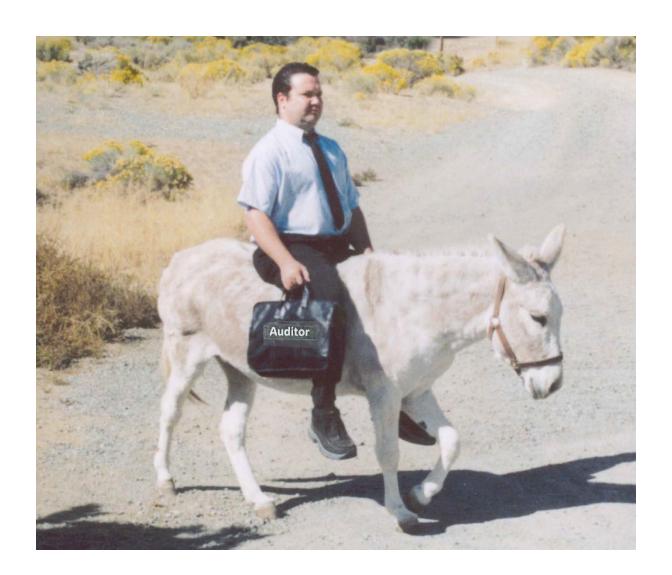
Contracts & Grants Accounting's

"TOP 5" Series

"Documenting Expenditures"



Write short justifications directly on receipt or in an attached memo.

ACCOUNT # **** **** 2332 S APPROUGL # 015660 REF W 1042000314 TRANS ID - 166106620541259 VALIDATION - 1842 PAYMENT SERVICE - E TERMINAL # MX203951

04/15/16

12:27:42

CHANGE DUE

0.00

ITEMS SOLD 2

TCR 3179 8971 8171 1400 9764

Low Prices You Can Trust. Every Day. 04/15/16 12:27:43

CUSTOHER COPY

Savings Catcher! Scan with Walnart app



egal resident of the 50 d.2 DC of the to enter. The en

Surab Rasintona ungania sofipo sa 199

Pesistance

NOW UNS YOUR EXPERIENCE?

Tell us about your visit today and you could win 1 of 5 \$1000 Valnert gift cards or 1 of 750 \$100 Valnert gift cards. Diganos acerca de su visita a Valnert hay y usted podria ganer una de las 5 terjetas de regalo de Valnert de \$1000 o una de las 750 tarjetas de regalo de Valnert de \$1000.

http://www.survey.ualnart.com

ID #: 7JXX1Y3UQFR

No Purchase Necessary. Hust be 18 ur alder and a legal resident of the 50 US, DC, or PR to enter. To enter without purchase and for official rules, visit uww.entry.survey.wolnart.com. Sueepstakes period ends on the date outlined in the official rules. Survey nust be taken within ONE week of today. Void where prohibited.

Walmart > <

(334) 821 - 2493
HAMMAGER GERALD SHITH
1717 S COLLEGE ST
AUBURN AL 36832
STH 00356 0PH 000229 TEH 09 TRH 06697
GRN CRUBBAE 00000004069KI
2,45 1b 0 1 1b /0.48 1.18 0
GRN CABBAGE 000000004069KI
2,81 1b 0 1 1b /0.48 1.35 0

SUBTOTAL 2.53 TOTAL 2.53 VISA TEND 2.53

ACCOUNT # **** **** 2332 S APPROVAL # 015660 REF # 1042000314 TRANS ID - 166106620541259 VALIDATION - MS42 PAYMENT SERVICE - E TERMINAL # MX203961

04/15/16 12:27:42

CHANGE DUE

0.00

ITEMS SOLD 2

TCH 3179 8971 8171 1400 9764

Low Prices You Can Trust. Every Day. 04/15/16 12:27:43

CUSTOHER COPY

Savings Catcher! Scan with Walnart app



egal resident of the SUNE D.C. Which to enter, to without purchase and for official tuber, well

Make sure the receipt itself clearly indicates what was purchased, and if not, clarify on the receipt or in an attached memo.

RECEIPT FORM

Super Savings, Super Selection!

2570 Enterprise Drive Opelika, AL 36801 Hobby Lobby Store #371 (334) 745-2730

-1846 ANGELA J	SALE
Toys&Hobbies	11.49 N
	19.99 N
	19.99 N
	9.99 N
	5.49 N
	5.49 N
Toys&Hobbies	5.49 N
11:	112.40 0.00 2.40
*********1867	0.00
	Toys&Hobbies

Number of Items Purchased: 10

Thank You. Please come again. Become a fan on Facebook. Return Policy on back of receipt

Visit our website at www.hobbylobby.com



5/3/16

07:02 PM

-- Continued on Side 2--

1. Please ATTACH one Original Receipt Per page (and backup documents if applicable)

2. Please attach a GUEST LIST WITH Meal Receipts

Your Name: Please Print

Purpose of Purchase (use back if needed):

Name of Account:

FUND ORGN ACCT **PROG** 130100

Total Invoice/Receipt

Date Purchased

RECEIPT FORM

Super Savings, Super Selection!

2570 Enterprise Drive Opelika, AL 36801 Hobby Lobby Store #371 (334) 745-2730

S-371 R-2	T-1846 ANGELA J	SALE
102500000 102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies Toys&Hobbies	11.49 N 11.49 N
102500000 102500000	Toys&Hobbies Toys&Hobbies	11.49 N 19.99 N
102500000 102500000	Toys&Hobbies Toys&Hobbies	19.99 N 9.99 N
102500000 102500000	Toys&Hobbies Toys&Hobbies	5.49 N
102500000	Toys&Hobbies	5.49 N 5.49 N
SUBTOTAL TAX TOTAL TOTAL TAX EXEMPT CO	11	112.40 0.00 2.40
VISA	USTUREK	110 40

ACCOUNT #: ************1867 AUTH#: 003419 REF#: 6124190445 112.40 CHANGE DUE 0.00

Number of Items Purchased: 10

Thank You. Please come again. Become a fan on Facebook. Return Policy on back of receipt

Visit our website at www.hobbylobby.com



5/3/16

07:02 PM

-- Continued on Side 2--

- 1. Please ATTACH one Original Receipt Per page (and backup documents if applicable)
- 2. Please attach a GUEST LIST WITH Meal Receipts

Your Name: Please Print

Purpose of Purchase (use back if needed):

Vendo Rocket engines for STEM project

Name of Account:

FUND ORGN ACCT **PROG** 13060

Total Invoice/Receipt

Date Purchased

Federal Express receipts:
Write what was shipped on the receipt

Invoice Number	Invoice Date	Account Number	Page
6-624-11049	Jun 15, 2016	1271-2491-4	4 of 4

FedEx Express Shipment Detail By Payor Type (Original)

Customs

Entry Date

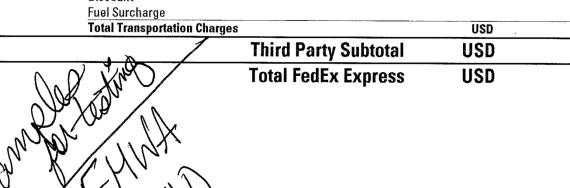
Jun 08, 2016

- 8	Ship Date: Jun 08, Payer: Third Party		st. Rel.: N l.#3;	IO REFER	RENCE	INFORMATIO	N Ref.	#2:		

Discount applied is the greater of volume discount or dropoff discount. No additional discount applies.

• • •	•			
Tracking ID	898785499944	<u>Sender</u>	Recipient	
Service Type	FedEx 2Day	AUTORIDAD DE CARRETERAS	MD CARDINA RODE I NO	
Package Type	Customer Packaging	AUTORIDED DE CARREDEREA Y TEAN II	NATIONAL CENTER FOR ASPIHALT	
Orig./Dest	NRR/LGC	P.R-28 FINAL CENTRO INDUSTRIAL	TECHNOLOGY	
Packages	8	LUCHETTY	AUBURN UNIVERSITY 277 TECHNOLOGY	
Rated Weight	443.0 lbs	BAYAMON PR 00956 US	AUBURN AL 36830 US	
Delivered	Jun 09, 2016 09:45	•		
Signed by	J.MOORE	Transportation Charge		1
FedEx Use	G8672/205608/_	Discount		

Third Party Subtotal	USD	\$850.56
Total FedEx Express	USD	\$850.56





Think twice before charging.

Make sure FOP is correct and charges are appropriate

Measure twice, cut once

Two sets of eyes, especially with p-card recons

Has the fund expired?

Project End Date = last day to incur new charges

Expenditure End Date = Final Due Date

an and							
Grant Maintenance FRAGRI	NT 8.9.0.11 (PROD)	06-JUL-2016	11:22 AM 🔀	0000000000000			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Grant: G00000011 ▼	Proposal:	▼		☐ Grant Tex	t Exists		
Main Grant Agency	y Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
Chart of Accounts: Long Title:		ble Organizatio 10/US DEPT ENE		Physics	IUM IN A CURRENT-DRI	VEN STELLARTOR-TO	OKAMAK HYBRID
Title:	DE-FG02-00ER54610)				Requires Effort C	ertification
Agency:	902015279 VUS [Department of En	ergy				
Principal Investigator ID:	902008240 THart	well, Gregory J.					
Project Start Date:	01-SEP-2000	Project End	Date:	15-MAY-2016		roposal:	▼
Termination Date:		Expenditure	e End Date:	13-AUG-2016			
Status:	A ▼Active					Pass Through Inc	dicator
Alternate Description:					S	tatus Date: 01-0	CT-1990 IIII
Current Amount: Total Recipient Share: Related Grant:	235,378.4		ative Amount	:	Maxin	num Amount:	7,608,000.00
Grant Type:							
Category:							
Sub Category:	PS3 Physics						
CFDA Number:	81.RD ▼] s _i	ponsor ID:	3300			

Grants and Sponsored Projects Portal

Active	Historical	Oth	er	Resources	Alerts	Admin
Grant ID	G0	0009116				
Short Title	NT	SAD-GENE	THER.	APY-16		
Long Title	2			i a		
	Na		&Allie	16 d Diseases Assn nerapy For Feline Gm	2 Gangliosidosis	
Project Title						
Fund	24	4546 NTSAE	O-GENI	E THERAPY-16		
Principal Inv	estigator 902	2003093 Do	uglas N	/lartin		
Org Respon	sible 140	0001 Scott-R	Ritchey	Research Center ICF	RE	
Default Prog	gram Code 200	02 Sponsore	d Rese	earch Applied		
Cost Share	Org					
3rd Party Ma	atching Funds					
Program Inc	ome					
Indirect Cos						
Tuition Rem						
Tuition Cost						
Award Type	Fo	undations/As	ssoc-N	on Fed CR Grants		
Co PIs		uglas Martin	- PI			
Project Star		AUG-2015				
Project End	SECONDO ME O	JUL-2016				
Expenditure		SEP-2016				
Award Amor	unt \$3	5,503.00				

Financials

 Awarded Amount
 \$35,503.00

 Year to Date
 \$24,568.39

 Commited
 \$0.00

 Cash balance
 -\$6,817.39

 Direct Cost Balance
 \$9,940.09

 Balance
 \$10,934.61

Ledger

Transactions - (warning: may take a few minutes to generate)
Salary / TES - (warning: may take a few minutes to generate)
Indirect Cost Recovery
Encumbrances
Invoices to Agency

Train your PIs and staff.

Think like an auditor.

If you can't make heads nor tails out of a receipt and what it's for, then CGA and auditors won't be able to, either.

Smell test; newspaper test

Document to clarify purchase description and need.

Be proactive.

If in doubt, ask!

Be aware of when contract and grant awards expire.

Trust your training!

