

Contracts & Grants Accounting's

“TOP 5” Series

“Documenting Expenditures”



Recommendation #1

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

Walmart 
Save money. Live better.

(334) 821 - 2493
MANAGER GERALD SMITH
1717 S COLLEGE ST
AUBURN AL 36832
ST# 00356 OPH 008229 TEN 09 TR# 06697
GRN CABBAGE 000000004069KI 1.18 0
2.45 lb @ 1 lb /0.48
GRN CABBAGE 000000004069KI 1.35 0
2.81 lb @ 1 lb /0.48
SUBTOTAL 2.53
TOTAL 2.53
VISA TEND 2.53
ACCOUNT # **** * 2332 \$
APPROVAL # 015660
REF # 1042000314
TRANS ID - 166106620541259
VALIDATION - HS42
PAYMENT SERVICE - E
TERMINAL # MX203961

04/15/16 12:27:42

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 3179 8971 8171 1400 9764



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

CUSTOMER COPY

Savings Catcher! Scan with Walmart app



Walmart app
Scan with Walmart app to receive digital coupons and track Savings Catcher.
Note: Savings Catcher is not available in all areas.

Insect Food
USDA - CPPM -
Neonotmoid
Resistance

HOW WAS YOUR EXPERIENCE?
Tell us about your visit today and
you could win 1 of 5 \$1000 Walnart
gift cards or 1 of 750 \$100 Walnart
gift cards. Diganos acerca de su
visita a Walnart hoy y usted podria
ganar una de las 5 tarjetas de regalo
de Walnart de \$1000 o una de las 750
tarjetas de regalo de Walnart de
\$100.

<http://www.survey.walnart.com>

ID #: 7JXXIY3UQFR

No Purchase Necessary. Must be 18 or
older and a legal resident of the 50
US, DC, or PR to enter. To enter
without purchase and for official
rules, visit
www.entry.survey.walnart.com.
Sweepstakes period ends on the date
outlined in the official rules.
Survey must be taken within ONE week
of today. Void where prohibited.
THANK YOU!

Walmart 
Save money. Live better.

(334) 821 - 2493
MANAGER GERALD SMITH
1717 S COLLEGE ST
AUBURN AL 36832
STW 00356 OPN 000229 TEN 09 TRW 06697
GRN CABBAGE 000000004069K1 1.18 0
2.45 lb @ 1 lb /0.48
GRN CABBAGE 000000004069K1 1.35 0
2.01 lb @ 1 lb /0.48
SUBTOTAL 2.53
TOTAL 2.53
VISA TEND 2.53

ACCOUNT # **** * 2332 S
APPROVAL # 015660
REF # 1042000314
TRANS ID - 166106620541259
VALIDATION - MS42
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04/15/16 12:27:42

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TCR 3179 8971 0171 1400 9764



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

CUSTOMER COPY

Savings Catcher! Scan with Walnart app



Recommendation #2

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

RECEIPT FORM

HOBBY LOBBY

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	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	19.99 N
102500000	Toys&Hobbies	19.99 N
102500000	Toys&Hobbies	9.99 N
102500000	Toys&Hobbies	5.49 N
102500000	Toys&Hobbies	5.49 N
102500000	Toys&Hobbies	5.49 N

SUBTOTAL 112.40
TAX TOTAL 0.00
TOTAL 112.40
TAX EXEMPT CUSTOMER

VISA 112.40
ACCOUNT #: *****1867
AUTH#: 003419
REF#: 6124190445
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



0371002018460503169

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):

NOT AD. w/ pref.
Vendor

Name of Account:

FUND	ORGN	ACCT	PROG
	130601	70940	2002
			AURAGE

\$112.40
Total Invoice/Receipt

5-3-16
Date Purchased

RECEIPT FORM

HOBBY LOBBY

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

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102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	11.49 N
102500000	Toys&Hobbies	19.99 N
102500000	Toys&Hobbies	19.99 N
102500000	Toys&Hobbies	9.99 N
102500000	Toys&Hobbies	5.49 N
102500000	Toys&Hobbies	5.49 N
102500000	Toys&Hobbies	5.49 N

SUBTOTAL 112.40
TAX TOTAL 0.00
TOTAL 112.40
TAX EXEMPT CUSTOMER

VISA 112.40
ACCOUNT #: *****1867
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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):

NOT ALL w/proof.
Vendor

Rocket engines for STEM project

Name of Account:

FUND	ORGN	ACCT	PROG
	130601	70940	2002
			AURAGE

\$112.40
Total Invoice/Receipt

5-3-16
Date Purchased

Recommendation #3

Federal Express receipts:

Write what was shipped on the receipt

Invoice Number

6-624-11049

Invoice Date

Jun 15, 2016

Account Number

1271-2491-4

Page

4 of 4

FedEx Express Shipment Detail By Payor Type (Original)**Ship Date:** Jun 08, 2016**Cust. Ref.:** NO REFERENCE INFORMATION**Ref.#2:****Payor:** Third Party**Ref.#3:**

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

Tracking ID 898785499944
Service Type FedEx 2Day
Package Type Customer Packaging
Orig./Dest. NRR/LGC
Packages 8
Rated Weight 443.0 lbs
Delivered Jun 09, 2016 09:45
Signed by J.MOORE
FedEx Use G8672/205608/_
Customs
Entry Date Jun 08, 2016

Sender

AUTORIDAD DE CARRETERAS
AUTORIDED DE CARREDEREA Y TEAN II
P.R-28 FINAL CENTRO INDUSTRIAL
LUCHETTY
BAYAMON PR 00956 US

Recipient

MD CARDINA RODE I NO
NATIONAL CENTER FOR ASPIHALT
TECHNOLOGY
AUBURN UNIVERSITY 277 TECHNOLOGY
AUBURN AL 36830 US

Transportation Charge

1,063.20

Discount

-212.64

Fuel Surcharge

0.00

Total Transportation Charges**USD****\$850.56****Third Party Subtotal****USD****\$850.56****Total FedEx Express****USD****\$850.56**

*Samples
for testing
FMWA
T40*



Recommendation #4

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

Grant: G00000011 ▾

Proposal: ▯ ▾

☐ Grant Text Exists

Main

Grant Agency

Location

Cost Code

Personnel

Billing

User Defined Data

Effort Reporting

Pass Through Agency

Chart of Accounts: ▾

Responsible Organization: 137801 ▾ Physics

Long Title: 2/DE-FG02-00ER54610/US DEPT ENER/MHD STABILITY & EQUILIBRIUM IN A CURRENT-DRIVEN STELLARTOR-TOKAMAK HYBRID

Title: DE-FG02-00ER54610

☐ Requires Effort Certification

Agency: 902015279 ▾ US Department of Energy

Principal Investigator ID: 902008240 ▾ Hartwell, Gregory J.

Project Start Date: 01-SEP-2000 📅

Project End Date: 15-MAY-2016 📅

Proposal: ▯ ▾

Termination Date: 📅

Expenditure End Date: 13-AUG-2016 📅

Status: A ▾ Active

☐ Pass Through Indicator

Alternate Description: ▯

Status Date: 01-OCT-1990 📅

Current Amount: ▯

Cumulative Amount: ▯

Maximum Amount: 7,608,000.00

Total Recipient Share: 235,378.44

Related Grant: ▯ ▯

Grant Type: ▯ ▾

Category: ▯ ▾

Sub Category: PS3 ▾ Physics

CFDA Number: 81.RD ▾

Sponsor ID: 3300

Grants and Sponsored Projects Portal

[Active](#)
[Historical](#)
[Other](#)
[Resources](#)
[Alerts](#)
[Admin](#)

Grant ID	G00009116
Short Title	NTSAD-GENE THERAPY-16
Long Title	2 Ntsad-Gene Therapy-16 Natl Tay-Sachs&Allied Diseases Assn Intravascular Gene Therapy For Feline Gm2 Gangliosidosis
Project Title	
Fund	244546 NTSAD-GENE THERAPY-16
Principal Investigator	902003093 Douglas Martin
Org Responsible	140001 Scott-Ritchey Research Center ICRE
Default Program Code	2002 Sponsored Research Applied
Cost Share Org	
3rd Party Matching Funds	
Program Income	
Indirect Cost Rate	10
Tuition Remission	
Tuition Cost Share	
Award Type	Foundations/Assoc-Non Fed CR Grants
Co PIs	Douglas Martin - PI
Project Start Date	01-AUG-2015
Project End Date	31-JUL-2016
Expenditure End Date	29-SEP-2016
Award Amount	\$35,503.00

Financials

Awarded Amount	\$35,503.00
Year to Date	\$24,568.39
Committed	\$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](#)

Recommendation #5

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!

