



Controller's Office • Long Jones Hall • Rm 263

Agency Account : VPR Documentation Requirements

Vendor Payment Request Form on next page

Vendor Payment Requests (VPR) must be accompanied by supporting documentation. The table below will help you determine what information should be submitted with your request:

If your request is for...	Then you should attach...
1.) Items that have already been received	1.) An original invoice from the company requesting payment; Emails directly from the vendor will be acceptable
2.) Items that will be received after payment is given to the vendor	2.) An original quote from the vendor identifying items to be purchased, amounts for each item, and a grand total; Emails directly from the vendor will be acceptable
3.) A subscription, registration, or membership dues	3.) Copies of the original forms that will be sent to the vendor
4.) A reimbursement to a person	4.) Original receipts for the items purchased; Copies of bank/credit card statements will not be sufficient
5.) A person who has performed a service	5.) An original invoice from the person detailing the work performed and the total amount due
6.) A person who needs petty cash to make purchases for the organization's needs or an organization's event	6.) An original quote from the store where the items will be purchased detailing the items to be purchased and the amount; or a detailed statement signed by two authorized signers detailing what the funds will be used for and the estimated amount to be spent.
For all VPR Supporting Documents...	
1.) Copies will never be accepted unless otherwise stated above. No exceptions. 2.) Grand total of amounts on supporting documents must match the grand total requested on the VPR 3.) A VPR without supporting documentation is considered incomplete and will not be accepted	

