Backup required with invoice vouchers by budget category:

- **Contracted services/Pass-through**: Invoice, written agreement
- **Staffing/Personnel**: Timesheet or paystub or expanded general ledger
- **Operations**: Invoice/receipt/proof of purchase, general ledger/expanded GL *(recommended)*
- **Food purchases**: Invoice/receipt/proof of purchase, general ledger/expanded GL *(recommended)*
- **Equipment**: Invoice/receipt/proof of purchase, general ledger/expanded GL *(recommended)*, required forms for equipment $5,000 and more
- **Capital Improvement Project**: Invoice/receipt/proof of purchase, general ledger/expanded GL *(recommended)*, required request and approval forms for projects $5,000 and more
- **Indirect**: Timesheet or paystub, general ledger/expanded GL *(recommended)*