

Required Backup with Monthly A-19 WSDA Invoice Voucher

- **General Ledger (Detailed/Expanded) Report** – This should be an accounting system generated report.*
 - The General Ledger (GL) report should indicate vendor name, item(s) purchased, amount(s), invoice (transaction) date and the report should include a “paid” column or a balance column which shows the charge(s) were paid.
 - *If organization does not have an accounting system, they must provide expense tracking in a format agreed upon between Grantee and WSDA FA staff.
- **Proof of Payment for all Expenses**
 - May include paid vendor invoices*, vendor receipts*, copy of cancelled check (meaning it cleared the bank) front and back, copy of bank statement showing check cleared, vendor confirmation email stating payment received.
 - *When using a credit card for payment - Must provide copy of bank statement or whatever documentation (cancelled check) shows that credit card charge was paid. Identify the paid charge(s) on credit card statement which should provide a description of item purchased and date paid.

Backup Required by Budget Category

- **Contracted services/Pass-through:** Invoice, written agreement or contract with vendor
- **Staffing/Personnel:** Timesheet or paystub
- **Operations:** Invoice/receipt
- **Food purchases:** Invoice/receipt
- **Equipment:** Invoice/receipt, required forms for equipment \$10,000 or more (prior WSDA FA approval required)
- **Indirect:** Line on general ledger listing indirect calculation, cost allocation plan (recommended)