

Notes on Proof of Payment for Invoices

Funding Recipients will provide documentation proving that the invoices/sales orders were paid in full. Below is a list of acceptable proofs of payment.

Payment Type

Cancelled Check

Notes

Both the front and back of the check must be scanned, along with the financial institution's stamp on the back of the check, showing that the check was cleared. See the example below.

Electronic Wire

Transfer/ACH/Debit Card Payment

The Funding Recipient will provide a copy of the bank statement highlighting the transaction(s). Redact any sensitive information from these statements, such as the account numbers, except for the last 5 digits.

Credit Card

Funding Recipients will provide a copy of the credit card statement highlighting the transaction(s), along with a copy of the cancelled check or EFT transaction showing that the statement balance was paid in full. Any sensitive information should be redacted.

If items were purchased through a contractor, then provide both the contractor and vendor invoices that tie to the contractor's billing, along with proof of payments made to the contractor.

Screenshots from the organization's internal payment system showing that an invoice was paid, is not an acceptable proof of payment. If the organization can not locate any proof of payment for an invoice, then they must obtain a letter from the vendor, referencing the invoice number(s) and dollar amount, signed by the vendor's accounting department, confirming the invoice(s) was paid.

Sample Cancelled Check

<p>#123456789# 01/04/2004 123456789012345</p> <p>This is a legal copy of your check. You can use it the same way you would use the original check.</p> <p>4002/E0/T0 E91000ES03 944650091</p>	<p>JAMES C MORRISON MARY B MORRISON 2748 STEPHAN DRIVE YOUR CITY, STATE ZIP</p> <p>145</p> <p><i>Jan 1, 2004</i></p> <p>PAY TO: <u>NORTH POLE, INC.</u> \$ 295.45</p> <p><i>Two Hundred Ninety Five and 45/100 DOLLARS</i></p> <p>Ohward Baneshares, Inc. 203 N. Main Street Maquoketa, Iowa 52060</p> <p><i>James C. Morrison</i></p> <p>⑆000067894⑆ 12345678⑆ 0145 ⑆0000029545⑆</p>
<p>9340-40180 41032902 MADE IN THE U.S.A. CDC CHARLOTTE, NC 28215-0102</p> <p>1800539446</p> <p>⑆031000013⑆ 01/02/2004 7815830233</p>	<p>DO NOT SIGN/WRITE/STAMP BELOW THIS LINE FOR FINANCIAL INSTITUTION USE ONLY</p> <p>OHWARD BANESHARES, INC. ACCOUNT 1234567890123 NORTH POLE, INC.</p> <p>ENDORSE HERE:</p> <p>ED53000163 01/03/2004 1400539446 ⑆123456789⑆ 01/01/2004 ⑆1234567890123⑆</p> <p>↓ Do not endorse or write below this line. ↓</p>