

Documents Required for Audit

- Copy of Agreement
- Proof of Salary Approval
- Copies of ALL invoices paid on the account
 - Include P.O. if required for purchase
- Cost Sharing Documentation
 - Cost Sharing account
 - Copies of ALL invoices paid on the account
- Effort Reports
 - Must match payroll charges – caution when preparing transfers
- Sub-Awards
 - Copy of subaward and all modifications
 - Copy of report or deliverable from sub.
 - Copy of approved final invoice
- Reconciliation Documentation for Award
 - Proof that the charges were reviewed
 - Are charges valid – (RAA) Reasonable, Allocable & Allowable
 - Are encumbrances correct
 - Have recipients(both subs & vendors) been paid