

## **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