

RECEIPT PASTE UP

Receipt Numbering/Paste-Up Instructions

1. During this process, you will make copies of receipts which will then be scanned for the UCEAP Finance Accountant. You can put several receipts on one page as long as they are legible.
2. Start with the first transaction on the Report of Expenses or the Quickbooks Journal report. Locate the receipt that matches it and underline the amount on the receipt (please do not highlight as this fades the receipt).
3. Once you locate and number the receipt, tape it onto a piece of paper. Tape as many receipts as you can on 1 piece of paper. Reference the receipt number range on the bottom of the page or next to each receipt. On the excel Report of Expenses, indicate the receipt # in the correct column next to the expense, or on the printed Journal report from Quickbooks, write the corresponding receipt # next to the entry for each receipt. Scan the papers with the receipts and save the file in the designated location for the UCEAP Finance Accountant to retrieve.
4. Bank related transactions: if you do not receive individual receipts for bank transactions, it is not necessary to photocopy the bank statement to use as a receipt for each transaction. Write the corresponding receipt number (from the report of expenses) directly on the bank statement next to the appropriate transaction. You can also write "see bank statement" on the Journal report of expenses next to the entry for further clarification.
5. If you cannot locate a receipt, review your records to confirm whether the receipt was: lost, a duplicate entry, etc. If the receipt is still not found, complete a missing receipt form.
6. If you have additional receipts left over that you cannot match with the report of expenses, look at the date on the receipt (perhaps it belongs with the next month or it was not recorded on the report).
7. For receipts over US\$1,000.00, translate the important information on the receipt (which describes the expense) and have it signed by the Director/Liaison.

Provide the following documents to the Director/Liaison to review and approve:

1. Cover Letter for Director's signature
2. Report of Expenses (Profit and Loss statement from Quickbooks or Excel spreadsheet)
3. Bank Statement
4. Receipts
5. Reconciliation of Study Center Funds
6. Petty Cash Count Form