

Accounts Receivable Documentation Matrix

Transaction Type	Documentation
Fee for Service	At least one of the following: <ul style="list-style-type: none"> • Purchase order or work order from customer • Email from customer that identifies the terms of the services being provided • Agreement or contract for services
Clinical Trials	<ul style="list-style-type: none"> • Payment detail report with accompanying cheque <ul style="list-style-type: none"> • Detailed site visits and \$ • Current agreement or contract on project file
Cost Reimbursements <ul style="list-style-type: none"> • Non-Salary • Salary Recoveries 	Third party documentation At least one of the following: <ul style="list-style-type: none"> • Letter or email from the customer • Contract or agreement Evidence of the posting <ul style="list-style-type: none"> • Screenshot of expenses posted Approval from RA for institutional projects <ul style="list-style-type: none"> • If required, approval from Research Accounting for institutional project when PI does not have an IRNA project
Conferences & Workshops <ul style="list-style-type: none"> • Registration revenue 	At least one of the following: <ul style="list-style-type: none"> • Registration forms confirming registration fee • Screenshot of brochure or conference/workshop advertisement that verifies the registration fee
Sponsorships	At least one of the following: <ul style="list-style-type: none"> • Letter or email from customer confirming sponsorship amount and the event being sponsored • Sponsorship agreement • Sponsorship request letter sent by the department that agrees to the sponsorship received
Donations	At least one of the following: <ul style="list-style-type: none"> • Gift agreement, contract or donation letter • Brochure for non-specific gifts (i.e. Day of Giving, General Alumni call outs)

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	<ul style="list-style-type: none"> • Donation request letters sent by the department that agrees to the donation received
Milestone Invoices	<ul style="list-style-type: none"> • Milestone screenshot from project costing • OH screenshot • Contract or agreement that supports the milestone
Claims	<ul style="list-style-type: none"> • Claim documents prepared by Research Accounting
Agency/Grants	<ul style="list-style-type: none"> • Contract, agreement or NOA