

Pre-paid Expenses

Type of Information	Source of Information	Intended Use of Information
<ul style="list-style-type: none"> • Invoice or claim for payment 	<ul style="list-style-type: none"> • BSC (where applicable) • Vendor 	<p>Re-perform the vendor's calculations on the invoice or claim for payment to ensure mathematical accuracy.</p> <p>Verify the vendor complied with the prepayment requirements.</p>
<ul style="list-style-type: none"> • Contract, program requirements, appropriation or other enabling agreement 	<ul style="list-style-type: none"> • Agency Procurement office 	<p>Verify the enabling agreement allows for prepayment.</p> <p>Identify the requirements that need to be met for the vendor to claim prepayment.</p> <p>Verify the enabling agreement went through the appropriate approvals (e.g., PACB approval for select public authority grants).</p>
<ul style="list-style-type: none"> • Conference registration information for attendees 	<ul style="list-style-type: none"> • Organization that hosted the conference 	<p>Review the registration information to verify the employee(s) are registered for the training or conference.</p>