



6.1.10 Required Documentation for Payment Requests

Chapter 6 - Fiscal	Original Effective Date: July 2000
Section: 6.1 Accounting	Date Last Reviewed: May 2017
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2017

I. Purpose

To establish a comprehensive framework for payment requests submitted to ensure accurate and efficient processing of the financial transactions of UT Health San Antonio.

II. Scope

This policy is applicable to individuals involved in the payment request process within UT Health San Antonio.

III. Policy

All Payment Requests require supporting documentation from both the supplier/payee (the one exception being patient studies) and the department submitting the request. UT Health San Antonio (UTHSA) is exempt from paying or reimbursing Texas state sales tax.

Required documentation must be electronically attached to the payment request using the “Attachments” functionality.

A. Original Supplier Invoices, Renewal Notices, and Order Forms

These forms need to show:

1. Supplier name and address;
2. Price or amount;
3. Description of goods or services;
4. Quantity ordered;
5. UTHSA address destination or satellite location (for shipments);
6. Invoice number and date (when applicable); and
7. Time period covered (for renewal of dues and subscriptions)

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B. Registration Prepayment Forms

This form needs to show:

1. Price or amount;
2. Description of fees;
3. Supplier name and address;
4. Name of meeting site (city);
5. Dates of conference or meeting; and
6. Name of conference or meeting.

The department must fill out registration forms and attach to the Payment Request.

C. Supplier Statements

Statements are used as the basis for payment only when it is the supplier's sole form of billing. This must be stated on the Payment Request.

D. Receipts

Receipts need to show the following information (NOTE: Do not highlight receipts or tape over the information as the data may not scan legibly):

1. Supplier name;
2. Description of goods or service;
3. Cost and date of transaction; and
4. Customer name (for charge receipts, hotel bills, airline tickets, car rentals, etc.)

E. Receipts are used to reimburse

1. UTHSA employees, students, and residents for:
 - a. The entertaining of official UTHSA visitors or for official department functions (i.e., restaurant costs, catering services, and purchase of food and drink from grocery stores). Refer to the Institutional Handbook of Operating Policies (IHOP) Policy [6.1.6 Official Functions And Entertainment](#) for additional requirements of documenting and expensing official meals and entertainment. With the exception of sales tax on business meals served in restaurants, UTHSA is exempt from Texas state sales tax.
 - b. Expenses and/or services as detailed in IHOP Policy [6.1.5 Payment Requests and Types of Services Paid Via Payment Requests](#). A copy of an employee's cancelled check or credit card statement may be submitted if there is no receipt.
2. Consultants, lecturers, and other non-UTHSA employees for their meal, lodging, and transportation expenses incurred while visiting UTHSA on official business.

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Receipts are required to avoid reporting expense reimbursements to the Internal Revenue Service as taxable income to the payee.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
07/2000	Policy Origination	Executive Committee	07/2000
05/2017	Policy Review	Executive Committee	05/2017