

SOP Template: Required Documentation and Receipt Guidelines

This SOP details the **required documentation and receipt guidelines**, including the proper preparation, submission, and retention of receipts, invoices, and related financial documents. It outlines the standards for verifying and approving documents, ensuring compliance with organizational policies, and maintaining accurate records for auditing and reimbursement purposes. The aim is to establish a clear and consistent process for managing documentation to support transparent and efficient financial operations.

1. Scope

This procedure applies to all employees responsible for preparing, submitting, reviewing, and approving receipts and financial documents within the organization.

2. Responsibilities

- **Employees:** Ensure documentation is accurate, complete, and submitted on time.
- **Supervisors/Managers:** Review and approve documentation for accuracy and compliance.
- **Finance Department:** Retain records, process reimbursements, and manage audits.

3. Required Documentation

Document Type	Description	Required Elements
Receipts	Proof of purchase for goods or services.	Date, vendor name, itemized description, total amount, payment method.
Invoices	Bills issued for goods/services received.	Invoice number, date, vendor details, itemized charges, total, due date.
Expense Reports	Summary of expenses incurred for business purposes.	Employee name, purpose, supporting receipts, date, signature.

4. Preparation Guidelines

- Ensure all information is legible and unaltered.
- Attach supporting documentation to each claim.
- Digitize paper receipts when possible for electronic submission.
- Highlight or annotate key details if necessary.

5. Submission Process

1. Prepare documents using the specified formats.
2. Submit receipts and invoices within 10 business days of the transaction.
3. Route documents through the appropriate approval workflow.
4. Retain copies for personal records until reimbursement is confirmed.

6. Verification and Approval

- Supervisors must confirm the validity, necessity, and compliance of all expenses.
- Finance must ensure documentation matches organizational policies and coding.
- Exceptions must be justified and documented.

7. Retention and Storage

- All documentation must be retained for a minimum of 7 years (or per local regulations).
- Store records securely (digitally in secure drives or physically in locked cabinets).

- Restrict access to authorized personnel only.

8. Audit and Compliance

- Records must be available for internal and external audits on request.
- Finance will perform periodic checks for completeness and policy adherence.
- Non-compliance may result in delayed reimbursement or disciplinary action.

9. Related Documents

- Expense Reimbursement Policy
- Records Management Policy
- Internal Audit Procedures