

SOP: Required Supporting Documentation (Receipts, Invoices, Forms)

This SOP details the requirements for **supporting documentation** including receipts, invoices, and forms necessary for accurate record-keeping, verification, and auditing processes. It covers proper submission, organization, validation, and retention of all documents to ensure compliance with financial and regulatory standards, facilitating transparent and efficient operational workflows.

1. Purpose

To define the process and requirements for collecting, submitting, organizing, validating, and retaining all supporting documentation-namely receipts, invoices, and forms-to ensure proper compliance, audit readiness, and operational transparency.

2. Scope

This SOP applies to all employees, contractors, and staff involved in financial transactions or administrative record-keeping within the organization.

3. Supporting Documentation Types

Document Type	Description	Examples
Receipts	Proof of payment for goods and services.	Till receipts, online payment confirmations
Invoices	Bills issued by vendors or service providers requesting payment.	Supplier invoices, contractor billing statements
Forms	Completed organizational or regulatory paperwork required for documentation.	Expense reimbursement forms, purchase request forms

4. Submission Requirements

1. All supporting documentation must be submitted within **5 business days** of the related transaction or activity.
2. Documents must be clear, legible, and complete (no missing information).
3. Electronic copies are acceptable if original documents are unavailable; retain originals whenever possible.
4. Submissions must be attached to the corresponding transaction report or reimbursement request in the designated system/platform.

5. Organization & Storage

- Sort documents by date, document type, and project or department.
- Use standardized filenames for digital files (e.g., YYYYMMDD_Type_Project).
- Store documents in secure, backed-up physical or digital storage locations as per company policy.

6. Validation Process

1. All submitted documents are to be reviewed by the responsible manager or finance personnel.
2. Ensure information matches transaction details and internal records.
3. Flag and resolve discrepancies prior to approval or reimbursement.

7. Retention Policy

- Retain all supporting documentation for a minimum of **7 years** from the date of transaction or as required by applicable laws/regulations.
- Securely dispose of documents after expiration in accordance with company policy and privacy requirements.

8. Compliance & Auditing

- Failure to properly submit or retain supporting documentation may result in delayed processing, denied reimbursements, and/or disciplinary action.
- Documents may be subject to internal or external audits at any time.

9. Contacts & Resources

- For questions related to documentation requirements, contact the Finance Department at finance@company.com.
- Refer to the Financial Policies Manual for additional information.