

Standard Operating Procedure (SOP): Receipts and Documentation Requirements

This SOP details the **receipts and documentation requirements** essential for accurate financial tracking and compliance. It covers proper issuance, recording, storage, and retention of receipts, ensuring all transactions are documented systematically to support auditing, accountability, and operational transparency within the organization.

1. Purpose

To establish guidelines for the collection, recording, storage, and retention of receipts and related documentation for all financial transactions.

2. Scope

This SOP applies to all departments and personnel involved in financial transactions on behalf of the organization.

3. Definitions

Term	Definition
Receipt	A written acknowledgment of having received funds or goods.
Source Document	Original document detailing proof of a transaction (ex: invoices, receipts, vouchers).
Retention Period	The length of time documentation must be kept for legal and auditing purposes.

4. Responsibilities

- **All Employees:** Ensure receipts and documentation are obtained, submitted, and accurately recorded.
- **Finance Department:** Review and store receipts; monitor compliance with retention policies.
- **Supervisors/Managers:** Oversee implementation and adherence to SOP.

5. Procedure

1. **Issuance of Receipts**
 - Receipts must be issued for every transaction involving payment or the transfer of goods/services.
 - Receipts should include date, amount, purpose, payer/payee name, and authorized signature.
2. **Collection of Supporting Documentation**
 - All source documents (invoices, vouchers, receipts) must be collected and attached to transaction records.
 - Electronic transactions should retain digital proof (e.g., emails, digital receipts).
3. **Recording**
 - All receipts and supporting documentation must be recorded in the organization's designated accounting or expense management system promptly.
4. **Storage**
 - Store paper receipts in secure, labeled files.
 - Digitally scan and save electronic copies in approved, backed-up storage systems.
5. **Retention**
 - Retain all receipts and related documentation for the minimum period required by law or internal policy (e.g., 7 years).
 - Dispose of expired documents securely, following data protection regulations.
6. **Audit and Review**
 - Finance should regularly review documentation for completeness and accuracy.
 - Non-compliance must be reported and corrected immediately.

6. References

- Financial Regulatory Compliance Manual
- Internal Document Retention Policy

7. Revision History

Version	Date	Description	Approved by
1.0	2024-06	Initial creation and implementation	Finance Director