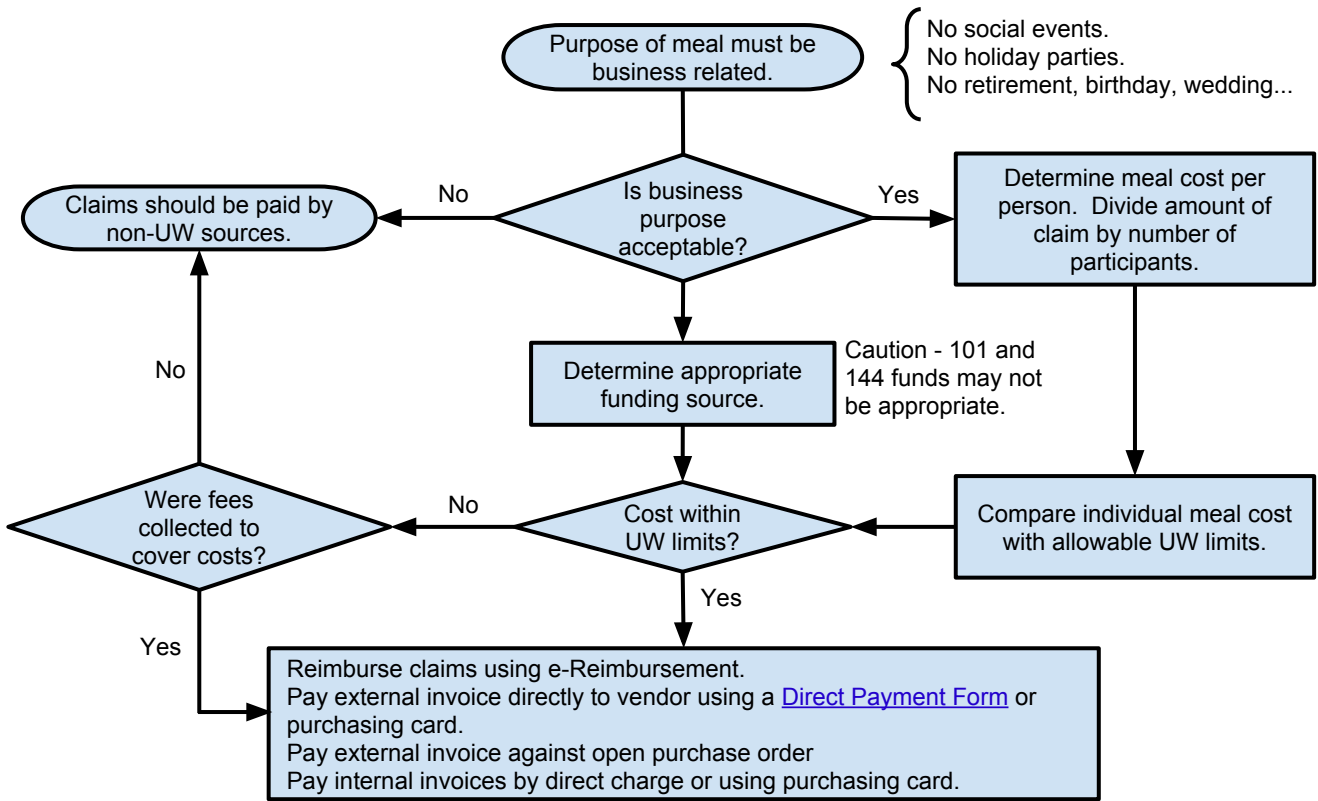


# UW-sponsored event payment process



## Documentation required

1. Complete an Event Documentation Form
2. Provide original invoice (for Direct Payment Form) or paid receipt (for e-R or P-card)
3. Provide names and affiliations of all participants
4. Copy of agenda, program, announcement, or brochure to show business function.
5. If fees charged, attach registration form or info.

### Purchase Order or Direct Payment

Forward to:  
COE Business Services  
2630 EH  
for approval and review

### e-Reimbursement claim

Claimant submits claims.  
Provides receipts and  
documentation.

### Purchasing card payment

Cardholder retains  
receipts and  
documentation. Charges  
appropriate funding.

Approver/auditor/site manager:

1. Reviews funding for legality and appropriateness
2. Ensures required documentation is provided