Examples of Proof of Payment - Personnel
Example of Direct Deposit 1- from a full service payroll company such as ADP, Paycheck, etc.

For personnel where the individual is paid through direct deposit the easiest way to show the correct documentation is through a paystub. The paystub shows the routing and bank account number to prove the individual as paid. This step ensure that employees are being paid. Please remember to black out any confidential information (i.e. social security number, bank account number) However this document does not provide info for the detailed deductions (such as payroll taxes and benefits), only net payroll information. Thus it needs to be combined with Direct Deposit detail on the next slide.
If paystubs are not available a ACH or Direct Deposit Detail may be submitted. ACH and Direct Deposit Detail’s contain the required information since they show that the direct deposit has gone through with the listing of the routing and account number. This step ensure that employees are being paid. Please remember to black out any confidential information (i.e. social security number, bank account number)
For personnel where the individual is paid through direct deposit the easiest way to show the correct documentation is through a paystub. However this paystub does not show the routing and bank account number so to prove the individual was paid you must provide a copy of the grantee bank statement as well. If multiple payroll checks are deducted from the grantee bank statement in one lump sum, attach a copy of the payroll earnings report indicating the total amount (see next slide). Please remember to black out any confidential information (i.e. social security number, bank account number)
Example 2 of Payroll Earnings Report

This report would prove the paystub on the previous slide was part of a larger payroll run and support the one lump sum being deducted from the bank statement for payroll. If multiple payroll checks are deducted from your bank statement in one lump sum, attached a copy of the payroll earnings report or payroll register indicating the total amount. Please remember to black out any confidential information (i.e. social security number, bank account number).
Fringe Benefit Reporting

- FICA taxes, unemployment taxes, workers compensation insurance and any other type of insurances, PAID by the employer only, must clearly be defined (for each employee; not in total) on a payroll earnings report, general ledger or other support documentation. NCA can only reimburse for gross salaries (employer FICA taxes and employer paid benefits).

- Taxes and all benefits must be allocated to the grant in the same manner as salaries and only for employees approved under the grant. (Example: if 20% of salaries were allocated for an employee then only 20% of taxes and benefits can be allocated.)
Reimbursement Proof of Payment Examples
This report would prove the a vendor has been paid through an online bill pay service. A copy of the detailed invoice and bank statement proving the amount of the invoice was deducted would be needed. Please remember to black out any confidential information.
For some larger organizations like hospitals the direct deposit information may show up as a vendor invoice. The following example is allowable since it shows the payment number, “EEE”, information about the payment being issued, and payment date.
Example of Reimbursement Canceled Check

If someone is reimbursed through a check a copy of the canceled check will need to be provided to ensure that the individual receiving the check deposited the money. Both front and back of check needs to be provided.

REMINDER: You should NEVER sign your own check or initiate a direct deposit without written board approval.
Proof of Payment Examples for Purchases
Examples of Items Purchased with Credit Cards

If something is purchased through a company credit card we will need to see the receipt (proof of expense), the credit card statement, and proof that the credit card was paid. This can be through a canceled check, or bank statement showing the credit card was paid.

If the purchase was made by an individual’s credit card we will still need receipts, proof the credit card was paid and proof the individual was reimbursed.
Examples of Items Purchased with Checks

If something is purchased through a check we will need to see the receipt (proof of expense) and a copy of the canceled check.