

Pre-paid Expenses

Type of Information	Source of Information	Intended Use of Information
• Invoice or claim for payment	• BSC (where applicable) • Vendor	Re-perform the vendor's calculations on the invoice or claim for payment to ensure mathematical accuracy. Verify the vendor complied with the prepayment requirements.
• Contract, program requirements, appropriation or other enabling agreement	• Agency Procurement office	Verify the enabling agreement allows for prepayment. Identify the requirements that need to be met for the vendor to claim prepayment. Verify the enabling agreement went through the appropriate approvals (e.g., PACB approval for select public authority grants).
• Conference registration information for attendees	• Organization that hosted the conference	Review the registration information to verify the employee(s) are registered for the training or conference.