



**The Office of Finance
and Human Resources**
College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FAME Payment Request Approval Checklist

On All Payment Requests

- Correct Amount of Payment/Reimbursement that matches receipts (if there are adjustments, please include explanation)
- All Applicable Event Documents - Agenda, Program/Flyer, Email, Additional List of Attendees (Registered/Attended), Etc
- Invoice or Receipt - Legible, Complete & Itemized with Tax
- Business Purpose Added In Description (Complete & Sufficient on how this expense meets the purpose of this fund- This is the Why)
- No Special Characters in Description
- Sufficient Funding

If Applicable

- Entertainment Form with List of Attendees (matches the invoice/receipts)
- Pre-Approval Form - signed/completed before event
- Meal Per Diem - Meets FACS Policy (total/participants not to exceed \$25 for lunch & \$50 for dinner) - if exceeds, justification is required.
- Recruitment & Hiring - Four Attendees (1 Search Member) and meal costs are not exceeding \$32 for lunch & \$65 for Dinner. If exceeds, another foundation fund must fund difference. Description must include title of position, name of candidate and date.
- Alcohol Limited to 2 drinks per person and not to exceed 30% of total bill
- Retirement Gift (Under \$50) - prior pre-approval required
- Justification for late payment - if over 30 days in submitting payment
- Professorship - Documents Signed by Chair
- Personal Reimbursement - Signed Receipt/Name on Receipt & Sign Ent Form or attestation (proof of payment)
- Dean In Attendance - Note in Description on Request & Entertainment Form
- Logo Approval Form for imprinted items

* This list is not all inclusive for approving - please refer to FACS/UGA Foundation policies for complete information