

COLLEGE OF WILLIAM AND MARY
OFFICE OF THE ASSISTANT DIRECTOR OF FINANCE
Memorandum

TO: Staff with Fiscal Responsibilities
FROM: Ruth Gilliam
DATE: October 18th, 2010
SUBJECT: Defining Proof of Cost and Proof of Payment

I have defined the difference between proof of cost and proof of payment. Please note that for reimbursement purposes proof of payment is mandatory.

Proof of cost is a document that proves how much an item/equipment/purchase is. This may be in the form of a website printout, invoice, bill, letter or e-mail from the vendor, past proof of cost, etc. As long as a price is mentioned in a document, it is legitimate. Proof of cost is **not** sufficient for reimbursement requests or any checks being issued.

Proof of payment is a document that proves that a certain amount of money has been paid and transacted completely. This may be in the form of an official receipt, internet receipt, bank statement, credit card statement and cancelled check. It is mostly used for reimbursements requests.