FO Checklist: Before you submit
Avoid these common FO mistakes!

This is NOT a comprehensive list of requirements for each request type, but rather a list of the most common mistakes for each request type. If you are uncertain of any CapGroup policy, or want to see examples of correct documentation, please see the FO Manual for more in-depth information.

Student Reimbursement
- Itemization: The documentation shows each item that was purchased and its price
- Proof of payment: The documentation shows clear evidence of the amount, type, and date of payment (Hint: when in doubt, upload the a card or bank statement showing the charge)
- Funding: If using ASSU or TSF funds, the purchase matches the funding description

Non-Student Reimbursement
- All of the conditions under “Student Reimbursement” are correct
- The payee has agreed to fill out the tax information request they will be sent via email

Invoice Payment
- The payment is being made to a company, not an individual
- The payee has agreed to fill out the tax information request they will be sent via email
- A fully itemized invoice has been uploaded

Service Payment
- The payment is being made for a service performed by an individual
- The payee has agreed to fill out the tax information request they will be sent via email
- Documentation, such as an email chain or invoice, has been uploaded showing the agreed payment amount

Advance Payment
- The appropriate documentation, with itemization and proof of payment, will be uploaded within two weeks of the payment date

Group Transfer
- Documentation showing an agreement between the two groups has been uploaded
- The transfer is occurring between accounts of the same category, ending in the same last four digits

Account Transfer
- The transfer is occurring to correct a previous error, with documentation showing what happened

Purchase Order
- The payment is being made to a specific university-affiliated account that has requested payment via purchase order

University Transfer
- Documentation showing an agreement between the two groups has been uploaded