



June 5, 2019

To: Texas A&M AgriLife Business Administrators

Re: Attachments for iPayment transactions

With recent changes in iPayments, backup documentation is now being required for transactions. Below is intended to be examples of various types of acceptable documentation for AgriLife Extension and AgriLife Research units.

Invoices

- Original work order
- Statement
- Purchase order
- Email requesting the invoice be created

Gifts

- Gift form **AND** copy of the check with redacted account information

Deposits (cash or check)

- Completed bank deposit slip and/or
- Copies of the checks with redacted account information
 - ****Reminders****
 - Ensure deposits are separated by entity AND entered into correct iPay workgroup
 - Keep track of bag numbers for cash/check deposits
 - Maintain record of who is responsible for getting cash/checks to depository

Deposits (credit card)

- Terminal receipt
- Settlement receipt
- Credit card log
 - ****REMINDER**** Make sure to submit ipayment files for the **NET** amount of the deposit less same day refunds.

IDTs

- Rate sheets
- Email Confirmation from buying unit

The listings above is not intended to be all inclusive, as some units already have standard documentation being included which is acceptable.

Questions may be directed to Banking & Receivables at bar@ag.tamu.edu.

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