Compliance Documentation Needed for IUF edocs

**IUF ETA to IU Transfer** – Used to reimburse IU for expenses that are paid through IU first.

- Statement of Income & Expense Detail (highlight pertinent exp lines that match up to IUF transfer)
- Copies of invoices
- Purchase Orders
- IU e-doc number which paid expense
- Travel documents (Chrome River no. which paid travel)
- For Table Sponsorships - IU VP for Engagement (Sponsreg) approval attached
- Representation and entertainment expenses
  - Date, place, and nature of the function (the business purpose.)
  - Names, titles, and associations of persons attending the function. For large gatherings, the number attendees and the general character of the group will suffice.

**Direct Vendor Payment** – Used to reimburse employees for expenses they have incurred on behalf of IU, or to pay an outstanding vendor bill.

**To Reimburse Staff:**

- Receipts that show proof of payment
  - If a named credit card is listed on the receipt, this must match the person being reimbursed.

**To Pay an External Vendor:**

- Invoice(s)
  - Cannot appear to be a “receipt”
Must clearly show an outstanding balance

- When paying for flowers
  - Name of staff member or associate
  - Relationship to department
    - Position and org unit of staff member
    - Affiliation of non-employee
  - Occasion meriting purchase of flowers

Scholarship Reimbursement – Used to reimburse IU for scholarship expenses paid through IU.

- Faith/Religion
  - Scholarship application where student has shared their Faith/Religion
- Gender
  - When the donor intent references students who identify as LGBTQ+, please attach the scholarship application that contains that information.
- High School GPA
  - High School transcript – Sometimes this data populates in the edoc, but not always.
- Leadership
  - Scholarship application or a resume listing leadership activity
- Marital Status
  - When the donor intent includes a specific marital status, please include the scholarship application or a screenshot of this data from SIS. Sometimes this data populates in the edoc, but not always.
- Organization (i.e. sorority, fraternity, student organization)
  - Proof of membership to organization listed in the donor intent
- Underrepresented Group/Population
  - Documentation of the underrepresented group the student falls under. Typically, a copy of the scholarship application is adequate.
- Race
  - Screenshot of ethnicity coded in SIS
- International Student
  - Most of the time we do not need any documentation because the data pulls into the edoc. When this data does not pull in, we may ask for a screenshot of the students home country as coded in SIS.
• International Experience
  o For Overseas Study, please attach a screenshot showing OVST enrollment for the awarded term.
  o Documentation of any other international experience the student participated in.
• Financial Need
  o **Must have financial need**
    ▪ Screenshot of SIS FA Need Summary for the awarding AY showing and official EFC status and a Cost of Attendance (COA) greater than Expected Family Contribution (EFC)
  o **New For BAM Users Only:** You can attach either the student’s entire BAM application for the awarded cycle, or the applicant report. For the IUF data to be accepted to show financial need compliance, the following data is **required.** If any of these data points are missing, you will be asked to provide the SIS FA Need Summary screenshot.
    ▪ BAM Cycle
    ▪ Student Name
    ▪ Student ID#
    ▪ NXT EFC Status
    ▪ NXT Total Need
  o **Demonstrated Financial Need, Needy Student, etc.**
    ▪ For students meeting the above requirements qualifies, the same SIS screenshot is acceptable.
- Student loan debt verifiable in SIS. Attach SIS screenshot of student loan disbursement for student.
- Proof of employment in the form of a pay advice or employment confirmation from the employer on company letterhead or from an official company email account.
- We can also accept a personal statement from the student outlining any personal financial struggles they might be having.

**International Students – Financial Need**
- “Financial Need” for international students can be documented through a personal essay from the student explaining their financial need and extenuating circumstances in conjunction with a statement from the student’s academic advisor confirming that the student has sought/exhausted all other resources. The department should also confirm the student’s circumstances with the staff at International Services to verify financial need eligibility.