



Minimum Typical Spend and Documentation Checklist

Energy Audit - +/- \$10,000 per month in spend, per facility

- 1 recent Energy Invoices (Gas and Electric)
- Copy of Energy Supply Contracts (where applicable)

Water/Sewer - +/- \$4,000 per month in spend, per facility

- 1 recent Water/Sewer Invoice

Waste Removal - \$2,000+ per month in spend, per facility

- 3 recent Waste Removal Invoices
- Copy of Waste Removal Contracts

Telecommunications/Wireless - \$5,000+ per month in telecom/150+ lines of service in wireless

- 3 recent Telecom and/or Wireless Invoices
- Copy of Current Telecom/Wireless Contracts

Shipping/Freight - \$50,000+ per month in Courier shipping

- Online access to FedEx, UPS, and/or DHL accounts (recommended)

Workers' Compensation - \$100,000+ annual policy premium

- Workers' Comp Authorization on company Letterhead (provided upon request)
- Workers' Comp Fact Finder Form (provided upon request)
- Copy of Current Policy



Merchant Processing - \$50,000+ per month in transaction volume

- 1 recent Merchant Processing Statement

401(k) and/or 403(b) - \$5,000,000+ plan value

- Most recent 408b(2)
- Most recent Incumbent Plan Statement with Investment Lineup, Ticker Symbols, and Balances
- Outside TPA Fee Schedule (if applicable)
- Adoption Agreement

Cost Segregation - Looking for buildings that have been built, purchased or refurbished in last 10 years. Buildings valued at \$1M or refurbished at \$550K or more.

- Feasibility Request Sheet

Virtual Card Platform - \$12M in annual AP spend

- AP spend doc

Bank Fee Audit - \$10,000/mo in banking related fees

- 1 Complete month bank fee analysis

Payroll Audit – 50 or more employees

- Payroll Audit Questionnaire
- Health Insurance Audit Questionnaire