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| PROCESSING INVOICES FOR PAYMENT | | | | NO. 338 | |
| POLICY:  Invoices will be processed for payment in a manner that reflects timely, accurate and appropriate control systems.  PROCEDURE:  1. The departmental staff member responsible for paying the invoice is also responsible for verifying that the items ordered match items which were received and for which we have been billed. In order to do this, the Requisitioner's copy of the Purchase Order should be matched to the Delivery Ticket and the invoice to see if there are discrepancies between the three documents. If discrepancies do exist, then the vendor shall be contacted to correct them. (It should be noted that items under $100.00 do not require a Purchase Order, but do require the later approval of the Administrator or their designate).  2. Once the Purchase Order has been reconciled, the three documents (requisitioner's copy of the Purchase Order, the delivery ticket, and the invoice) should be attached to a completed Payment Request and forwarded to an Administrator for final approval and payment. The second copy of the Purchase Order shall be retained by the processor.  3. The Administrative offices will approve the Payment Request pack and forward same to Accounting Office.  4. The Accounting Office will review invoices for compliance with the above procedure and then send payment to vendor.  5. Payment Requests and invoices will be returned to the originating department if these documents are not filled out in their entirety or properly.  6. Payment Requests shall be processed in a timely manner so the facility can take advantage of payment discounts allowed by vendors. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:    1 of 1 |