

Invoice Payments

The definition of an invoice is any written payment request from a vendor that identifies them as the vendor clearly and lists the price and product or services received. Additionally, if sales tax is applicable, it must be shown on the invoice.

A vendor payment form is not used when paying from an invoice.

Some payments for registrations or memberships, for example do not have invoice numbers on them but they are ok to use as an invoice.

Some vendors do not send individual invoices and we must pay from the monthly statements, such as utilities and phone charges, which is fine to do so for these vendors.

Be sure to accurately record the correct voucher # from Colleague (Datatel) once the invoice is entered

Use a stamp to code for payment when possible

Whether using a stamp or not please make sure the following information is included on the invoice:

- Department Name
- G/L account number
- Department Authorization/Signature
- Budget Officer Signature if over \$10,000
- Voucher #
- Business Purpose if not clearly listed
- Sales tax detail listed

Discounts

Some vendors offer discounts for paying the invoice prior to a specific date.

- Make sure you take advantage of any discounts the vendor is offering if possible.
- Note the amount paying on the invoice by putting a line through the original invoice total and writing in the amount you are paying.

Things to remember for invoice processing:

Do not write or stamp on the remittance portion of any invoice

Registration fees and Subscription renewals- the invoice usually is the renewal document, so make a copy and do all the coding and signing on the copy.

No need to make copies unless you need it to be sent with the check.