When processing an invoice for your department, use this checklist to make sure that all of the required information is both included and accurate.

REQUIRED INFORMATION ON EVERY INVOICE

☐ Clear signature/initial (*write name if signature is illegible*).
☐ Date.
☐ Chartfield / Subsystem reference (*if applicable*).
☐ Purchase order number (*if applicable*).

Subsystem Information:
- Work Order
- Material Request
- CIP ID
- CIP Expense Code

PURCHASE OF MATERIALS/GOODS/EQUIPMENT

☐ Signature indicates you have authority to authorize payment for your department.
☐ Items have been received and the quantity is accurate.
☐ Items received are in good working order (*not damaged*).
☐ Invoice price matches agreed-upon price.
☐ Freight is accurate (*if applicable*).
☐ Taxes are not charged.

SERVICES

☐ Signature indicates you have authority to authorize payment for your department.
☐ Invoice clearly states what services were rendered or deliverables met.
☐ All contract terms have been met.
☐ Verify hourly rate matches contract.
☐ Payment is for services rendered. Departments are *not* allowed to prepay for services.