UNC Departmental Transaction Checklist

When processing an invoice or purchase 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.

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

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.

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