

OUHSC Departmental PO Invoice Submittal Checklist

Check payment information:

1. Check the vendor that is on the purchase order and insure Name 1 matches the vendor on the invoice.
2. Check the vendor for the remittance address on the invoice. If the remittance address is not in the system, please request it be added by following the procedures in the Vendor Module manual.
3. Check the PO and make sure the status is "Open." If not, e-mail the buyer to open the PO.
4. Check PO Activity Summary (see [AP Please Pay](#) manual). If balance on PO lines are not sufficient to pay invoice in hand, email the buyer for increase in PO prior to submitting invoice to AP for payment.

To be submitted to AP:

1. Printed Purchase Order
2. Original invoice. As follows:
 - ◇ Signature of Budgetary Approver.
 - ◇ Write PO number on invoice.
 - ◇ Distinguish which lines and distributions to make payment from (i.e. L1, D1, \$50; L1 D2, \$100). Note: item description should match gl code on lines/distributions being paid.
 - ◇ Provide an explanation for any amount changes on the invoice. Mark new totals. Make a copy to be submitted with check to vendor.
 - ◇ Highlight invoice number, invoice date, remittance address, and amount due.
 - ◇ If the invoice is smaller than an 8 ½ x 11 sheet of paper, please tape it to a full sheet of paper.
 - ◇ If the invoice has a remittance stub, please write the amount to be paid in designated area on the stub.
 - ◇ If you want the check returned to the department (must provide and explanation), please note so in a noticeable manner.
3. Backup documentation (i.e., agendas, sign-in sheets, notes, seminar notices, etc.)
4. If the original invoice or a copy of the invoice needs to be mailed with the check, please note so in the comment section on the voucher register and send ONE extra copy of the invoice.
5. All paperwork should be paper clipped NOT STAPLED.

To be maintained in the department:

1. Copy of all documents being sent to AP

Updated: July 2009