Purchase Order Invoice Checklist

Please follow these steps prior to submitting a Purchase Order invoice to Accounts Payable for payment.
Direct any invoice processing questions to AP-Processing@net.ou.edu.

☐ **Purchase Order Number**
Once you receive the invoice, identify the Purchase Order to which the invoice belongs and write the PO number on the invoice.

☐ **Vendor Name**
Ensure that the vendor name on the invoice matches the vendor name on the PO.

☐ **Received**
Ensure that the goods/serviced billed on the invoice have been received.

☐ **Item Description**
Ensure that the goods/services billed on the invoice are reflective of the item description on the PO. To view the details of the Purchase Order, navigate to Main Menu-Purchasing-Purchase Orders-Review PO Information-Purchase Orders and type in your PO number in the PO ID field. The Lines section of the Purchase Order Inquiry page will provide an item description for all lines on the PO.

☐ **PO Status and Purchasing Buyer**
The Purchase Order Inquiry page will also show the PO Status and the Purchasing Buyer assigned to your PO. The PO Status should say Dispatched, meaning sent to the vendor. If it is in any other status, please contact the Purchasing Buyer assigned to your PO.

☐ **Funds**
Ensure that there are enough funds on the PO to pay the invoice. To review the available funds, navigate to Menu-Purchasing-Purchase Orders-Review PO Information-Activity Summary and type in the PO number. Click on the Invoice tab and check that there are enough funds under the Un-invoiced Amount column.

☐ **Invoice or Distribution Lines**
If your Purchase Order has multiple invoice lines or distribution lines, identify those on the invoice.
The invoice lines can be seen on the Purchase Order Inquiry page and to review the distribution lines, click on the Schedule icon and then click on the Distributions/Chartfield icon.

☐ **Amount to Pay**
Identify the current amount to be paid. If that is the amount billed, highlight the amount. If that is less than the amount billed due to removal of taxes, late fees, etc., write in the amount to be paid and a reason as to why the payment is being reduced.

☐ **Highlight Information**
Highlight on the invoice the PO number, invoice number, invoice date, remittance address and amount to be paid.

☐ **Signature**
Have the invoice signed by an individual with budgetary approval.

☐ **Supporting Documentation**
If there is any supporting documentation to add to the invoice, such as an Independent Contractor form or associated Credit Memos, paperclip those documents to the invoice. Please do not staple documents together.

☐ **Copies**
Make copies of all documentation and retain for departmental records.

☐ **Submit to AP**
Submit the original documentation to Accounts Payable for payment.

PeopleSoft Information

Navigation

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ORACLE   OUHSC

Purchase Order Inquiry
Purchase Order

Business Unit OUHSC
PO ID 0000072002
Change Order 1

PO Status   PO Status Dispatched
Budget Status Valid

▼ Header

PO Date 08/07/2015
Supplier Name COMPLETE M-002
Supplier ID 9100042821   Supplier Details
Purchasing Buyer   Buyer Bernhardt, Teresa (Affiliate)
PO Reference Online src from Req 0000077176

Backorder Status Not Backordered
Receipt Status Not Recvd
☐ Hold From Further Processing

Amount Summary
Merchandise   3,225.000
Freight/Tax/Misc.   0.000
Total   3,225.000 USD
Encumbrance Balance   0.000 USD

Header Details   Activity Summary
Change Order   Header Comments...
All RTV   Document Status
Matching   ▾ Actions

Lines

Personalize | Find | View All | 🔁 | 🔣   First ◀ 1-2 of 2 ▶ Last

PO Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	📋	Onsite ICD-10 Provider worksho	821554	1.0000	LOT	3,150.000 USD	Approved	💬 📅
2	📋	Remote Consulting	821554	1.0000	LOT			📅

Schedule Icon

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ORACLE   OUHSC

Purchase Order Inquiry
Schedules

Business Unit OUHSC   PO ID 0000072002   Change Order 1

Return to Main Page

Lines   Find | View 1   First ◀ 1-2 of 2 ▶ Last

Line 1   Onsite ICD-10 Provider worksho   PO Qty 1.0000   LOT   Merchandise Amt   3,150.000 USD

Schedules   Personalize | Find | View All | 🔁 | 🔣   First ◀ 1 of 1 ▶ Last

Details | Statuses

Distribution/Chartfield Icon

Sched	Due Date	Time Due	Revision	Ship To	Attention To		PO Qty	Price	
1	10/31/2015			NA		📅	1.0000	3,150.0000	📋

Line 2   Remote Consulting   PO Qty 1.0000   LOT   Merchandise Amt   75.000 USD

Schedules   Personalize | Find | View All | 🔁 | 🔣   First ◀ 1 of 1 ▶ Last

Details | Statuses

Sched	Due Date	Time Due	Revision	Ship To	Attention To		PO Qty	Price	Merchandise Amount	Status		
1	10/07/2015			NA		📅	1.0000	75.00000	75.000 USD	Active	🔖 📦 🖍	📋

Purchase Order Invoice Example

PO# 69342

T. Smith

StenoMed, Inc.

Accounts Receivable
8504 N. 128th E. Ave.
Owasso, OK 74055

OUHSC Department of Urology
920 S. L. Young Blvd., WP3150
Oklahoma City, OK 73104

Invoice

DATE	INVOICE#
3/3/2016	19427

StenoMed, Inc. Corporate Office

405-324-0527

For account inquiries contact Mary Sadler, EA, at
mary@kcampbellcpa.com

For oher correspondence contact Sherri Randell at
srandell@stenomed.com

Thank you for choosing StenoMed for your transcription needs!

P.O. NO.	TERMS
	Due on receipt

LINES	DESCRIPTION	U/M	RATE	AMOUNT	
2,106	Bob D. Smith, MD		0.11	L1-D1	231.66
2,359	Sally Brown, MD		0.11	L2-D2	259.49
221	Sue Allen, MD		0.11	L3-D1	24.31
697	Tom Wilson, MD		0.11	L1-D2	76.67
81	John Watson, MD		0.11	L3-D2	8.91

02/18/16 - 03/02/16 Transcription Dates

Total	$601.04