



**PHYSICAL PLANT**

**POLICY & PROCEDURES**

**TITLE:** **INVOICE PROCEDURES**

**OBJECTIVE AND PURPOSE:** Outlines the process by which invoices are approved in a timely and accurate manner.

**RESPONSIBILITY:** **ACTION**

**PHYSICAL PLANT OFFICE STAFF**

- ◆ Physical Plant receives invoices via US Mail Services, hand carried by Vendor or scanned and e-mailed from the University Controller’s Office.
- ◆ Upon receipt the invoice is date stamped and distributed to the appropriate management staff for review and approval, if warranted.

**PHYSICAL PLANT MANAGEMENT STAFF**

- ◆ Review the invoice for completeness and accuracy and approve, by signing and dating the invoice, only if the work has been completed to the University’s satisfaction and to the specifications under which the work was contracted.
- ◆ Once approved return the invoice to the Physical Plant Office Manager for recording and processing.
- ◆ **NOTE:** If for any reason the invoice cannot be approved and the reason for the non-approval cannot be resolved within a 3-5 day time frame the invoice must be returned to the vendor with a written explanation as to why the invoice cannot be processed at this time. The University Controller’s office will be copied on this correspondence and will receive a copy of the invoice in question, with that written correspondence.

**PHYSICAL PLANT OFFICE MANAGER**

- ◆ Once approved the invoice is entered into the Physical Plant Expense Database and applied to the Work Order (if appropriate). A copy of the approved invoice is placed in a pending file for verification of proper payment processing. The original signed and dated invoice is then sent to the University Controllers Office for processing.
- ◆ The invoice payment process is verified through the BANNER System under BANNER FUNCTION “FAUVNDH” Vendor History, entering the Vendor number and verifying invoice number and amount, placing the check date and number on the Physical Plant copy of the invoice and filing with purchase order in the central filing system.

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APPROVED:	Vice President	N/A	Director
	Associate V.P.		