

Invoice Processing Check List

When processing invoices place a on the actual invoice for each of the items below

Payment "Write Up"

- Invoice has correct Purchase Order (PO) number
 - "B" is a blanket/open PO
 - "C" is a contract PO
 - "P" is a regular/itemized PO
- The invoice is an invoice with an Invoice Number (not a quote, proposal, or statement)
- Invoice has an invoice date (check for current versus last F/Y)
- Invoice foots correctly (especially on hand written invoices)
- Invoice is itemized and specific to purchase
- Invoice is addressed to us:
 - Riverside Community College District
 - Attention: Accounts Payable
 - 3801 Market Street
 - Riverside CA 92501
- Invoice is date stamped IN from being approved
- Check Galaxy View Purchase Orders or View Contracts screens to verify the PO matches the invoice
 1. Vendor Name and Number
 2. College/District Site
 3. Department
 4. Description of items and price
 5. For contracts, also view the contract on purchasing's share to verify payment terms, period of performance, and any other applicable information (E.g. rate sheet)
- PO has sufficient funding (credit memos do not re-encumber the PO, must *subtract* any credit memos applied from the remaining balance, or use the View Detail Account screen)
 - Override Allowance:
 - only on final payment of the PO ("B" or "C" PO) or per line item on a "P" PO
 - 10% up to \$100.00; Exceptions: 100% override on tax and S&H; \$200 on travel-related items
- PO has appropriate funding for the items purchased; use the Chart of Accounts (COA), Object Code
- Invoice is signed by appropriate personnel - Department Manager in charge of the budget listed on the PO; use the COA, School Code
- Verify the correct tax is charged on the invoice. If out-of-state vendor, process as O/S tax
- Verify there is no outstanding Order to Withhold (OTW)
- Determine whether the transaction is 1099-able, Y/N
- Additional support included with invoice (flyer, rate sheet, etc)
- Read "Notes" tab in Galaxy and invoice for any special handling of check (E.g. pick up at cashier window)
- Check Galaxy View Vendors screen to verify payee information is correct and note remittance address on invoice
- Partial or final payment: Place "final" sticker on invoice when appropriate
 1. Partial Payment:
 - Almost always partial payments on Open PO and Contracts
 - Almost never close
 2. Final payment:
 - Mostly on regular PO's with specific, itemized purchases
 - Close out PO lines as they are paid then once ALL lines on PO have been invoiced and paid close out PO