

**DEPARTMENT OF MICROBIOLOGY,
IMMUNOLOGY & PARASITOLOGY**

Invoice Approval Process

- 1) When an invoice comes in, Catherine will review the invoice to ensure:
 - a) the correct purchase order (PO) is allocated
 - b) there is enough money in the PO, and that it “looks” okay.

- 2) Catherine will initial the lower right corner to indicate this process has been completed. Thereafter, she will place the invoice in the appropriate faculty member folder.

- 3) On Friday of every week, Catherine will go to each faculty member with invoices pending.

- 4) Faculty should review that the costs are accurate (including shipping) and confirm that the items have been received.
(NOTE: It is acceptable to have your “Lab Manager” review the invoices if that’s your preference.)

- 5) Once confirmed, please initial the lower left hand corner indicating that the invoice is correct.
(NOTE: If there is an error, please inform Catherine and we will correct the error.)

- 6) Once Catherine and you have had a chance to review the invoice, Stephanie will sign the invoice for processing to Accounts Payable.

- 7) Finally, on a monthly basis, Stephanie will provide each faculty with a detailed listing of the transactions and balance on your purchase order.