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.