

THINGS TO REMEMBER WHEN SUBMITTING INVOICES FOR PAYMENT

Requisition (Purchase Order)

- Upon receipt of invoice for goods and services purchased on Requisition
 - a. Update receiving report in DPS verifying quantity and date goods were received
 - i. When updating the receiving report, enter the actual quantity and the date the item or service was received. On the receiving report copy, write the amount of the invoice and sign and date the report
 - ii. 30 day requirement - If invoice date and date of processing payment is over 30 days – submit an over thirty day (30) explanation. The thirty day period starts the date the invoice was received. If the invoice is not noted when it was received, 30 days will be counted from the invoice date
 - b. Print a copy of the receiving report
 - c. Staple **Original** Invoice on top of the receiving report
 - i. Copies are only acceptable if faxed from vendor or if written explanation for submitting a copied invoice is attached
 - d. Code Invoice
 - i. Verify No tax charged
 - ii. Verify that invoice amount matches amount written on receiving report
 - iii. Write state object code on the invoice next to the invoice total
 1. Follow same procedure used for coding ProCard invoices
 - e. Submit to Purchasing Office for processing

Jacket

- For good and services not encumbered on Requisition, process Jacket in DPS
 - a. Enter detailed information in “Item description” area
 - i. 30 day requirement - If invoice date and date of processing payment is over 30 days – submit an over thirty day (30) explanation. The thirty day period starts the date the invoice was received. If the invoice is not noted when it was received, 30 days will be counted from the invoice date
 - b. Print copy of “Requisition Draft Form”
 - c. Staple **Original** Invoice to back of “Requisition Draft Form”
 - d. Code Invoice
 - i. Verify No tax charged
 - ii. Verify that invoice amount matches “Requisition Draft Form”
 - iii. Write state object code on the invoice next to the invoice total
 1. Follow same procedure used for coding ProCard invoices
 - e. Submit to Purchasing Office for processing

**ADDITIONAL DOCUMENTATION REQUIRED
FOR THE FOLLOWING AREAS
WHEN SUBMITTING INVOICES FOR PAYMENT**

Event or Meal (Food)

- If Invoice is for an event or meal (food)
 - a. Submit a roster of people attending event or meal. A sign-in sheet is the preferred documentation.
 - b. C Funds – Indicate grant number in the description area of the jacket or requisition when paying for food.

Admission Fees and Reimbursements to Students for Testing – Fund C (Grant Programs)

- C Funds – Indicate grant number in the description area of the jacket or requisition when paying admission fees or reimbursements to students for testing.

Lodging Paid on Requisition

- Submit a designated lodging notice and roster

Memberships, Subscriptions, and Maintenance Agreements

- Indicate beginning and ending dates when processing Requisitions and Jackets in DPS