

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Proper Invoice – Data Elements and Format

Proc #: 6-800

I. PURPOSE

In order for Accounts Payable to make a payment to a vendor, a proper invoice must be received and matched with the electronic/paper receiver and purchase order. The automatic matching process in Banner compares the purchase order information, the receiver and the invoice.

The Purchase Order system that the specific requirements of the purchase order documents contain all required elements. Departments must comply with all procurement Servicesu (c)-1.7 (ontai)-1 (n al)-1.1th7 (the g)0.7 (iod)-1.(t c)-1d/033 -1.1 bl3

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15. Special Terms or any additional information needed for accurate payment processing.

When a Defective Invoice is received

See procedure 6-080, Handling Defective Invoices for additional information.

Records Retention:

Original documentation should be maintained along with the associated payment documentation in the Office of Finance agency file for three years.

Contacts:

For questions regarding this procedure and/or practice, contact the Accounts Payable Manager at 683-4813, Accounts Payable Processing Supervisor at 683-4528.