

# UNC Departmental Invoice Checklist



When processing an invoice for your department, use this checklist to make sure that all of the required information is both included and accurate.

## REQUIRED INFORMATION ON EVERY INVOICE

- Clear signature/initial (*write name if signature is illegible*).
- Date.
- Chartfield / Subsystem reference (*if applicable*).
- Purchase order number (*if applicable*).

### Subsystem Information:

- Work Order
- Material Request
- CIP ID
- CIP Expense Code

## PURCHASE OF MATERIALS/GOODS/EQUIPMENT

- Signature indicates you have authority to authorize payment for your department.
- Items have been received and the quantity is accurate.
- Items received are in good working order (*not damaged*).
- Invoice price matches agreed-upon price.
- Freight is accurate (*if applicable*).
- Taxes are not charged.

## SERVICES

- Signature indicates you have authority to authorize payment for your department.
- Invoice clearly states what services were rendered or deliverables met.
- All contract terms have been met.
- Verify hourly rate matches contract.
- Payment is for services rendered. Departments are **not** allowed to prepay for services.