

POLICY

Vendors invoices and supporting document shall initially be verified and approved by the Department Head receiving the goods and services, and/or requesting payment.

The Accounting Department shall be responsible for verifying that all prior approvals have been obtained; goods have been received as evidenced by a receiving report; that the items and prices on the vendor's invoice conform to the previously issued purchase order; and that the vendor's invoice is mathematically accurate. Final approval and payment rests with the Vice President of Business & Financial Affairs or his designee.

ADOPTED: September 26, 1966  
Revised: June 4, 1979  
Revised: April 22, 1996