

# INVOICE APPROVAL CHECKLIST

CITY/TOWN OF \_\_\_\_\_

VENDOR: \_\_\_\_\_

CHECK #: \_\_\_\_\_ CHECK DATE: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>1. Pre-purchase or requisition approval obtained.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Competitive bids were obtained, if applicable.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Purchase order requirements:</b>			
♦ Purchase order prepared for full amount of estimated commitment. P.O. # _____ (Copy attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ P.O. approved and signed by purchasing agent or officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ P.O. certified and signed by encumbering clerk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ P.O. encumbered in accounting records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Invoice requirements:</b>			
♦ Itemized invoice or claim form from vendor received. Invoice # _____ (Original attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ Invoice's math accuracy verified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ Invoice is signed or signed delivery ticket is attached indicating satisfactory delivery of goods or services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ Signed and notarized invoice affidavit (or copy thereof) is attached for applicable invoices over \$1,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Payment requirements:</b>			
♦ Invoice and supporting documents have been examined by governing body or their designee and determined legal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ Payment of invoice approved by governing body or designee. Date of minutes or claim list documenting approval: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
♦ Check/warrant signed by appropriate officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>