

Invoice Processing

Policy/Procedure

Invoices must be coded by the purchasing employee and approved by the appropriate Dickinson College (the “College”) representative, based on the College’s *Procurement Authorizations Policy*, before payment will be made. The approving employee is responsible for ensuring the departmental budget is adequate to cover the charge. If charging outside of one’s department, authorization must be obtained from the department where the invoice is coded. All supporting documentation should be attached to the approved invoices.

[Payment Vouchers](#) are used for internal service requisitions or reimbursement requests. Although these requests do not require an invoice, they must be accompanied by documentation similar to the support provided with invoices (proper authorization, receipts, supporting documentation). For travel, employees are required to complete the [Dickinson College Expense Reimbursement Form](#).

Supporting Documentation

Supporting documentation includes purchase orders, sales receipts, receiving documentation, and any other documentation specific to the purchase.

Accounts Payable will not pay an invoice if it has not been properly authorized, or if IRS Form W-9, *Request for Taxpayer Identification Number and Certification*, W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or an acceptable substitute form, along with an [Independent Contractor Status Determination Form](#) has not been received for a new service vendor.

Related Information

Procurement of Goods and Services
Procurement Authorizations Policy
Personal Purchases
Receipt and Return of Goods
Purchase Order Terms and Conditions
Travel and Related Expenses

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: October 2012

Last Amended Date:

Next Review Date: Annually in June

Also Found In: