



Accounts Payable Checklist

Following is a list of common reasons invoices are returned to departments:

- 1) Missing documentation
 - [CON-04–Business Entertainment Expense Authorization Form](#)
 - Alcohol Approval (see [Alcohol Policy](#))
 - Memo (for DV's and/or alcohol approval)
- 2) Account Signatory approval missing (please sign and date invoice)
- 3) Issue with the PO
 - Required but not created
 - Increase in funding needed
 - Budget Error
 - Wrong or Missing PO number on Invoice
 - Indicate what line on the PO to pay from for Invoice
- 4) Statement “OK to pay” required for payment
- 5) Vendor Issue:
 - Vendor not on Vendor file and W-9 add/update form required
 - Vendor name or address is not readable
 - Vendor did not sign and date the form
 - Vendor address on invoice different from Vendor file address; W-9 & Vendor add/up form required
 - Vendor Name on invoice different from Vendor File; W-9 & Vendor add/up form required
 - Vendor on Sanctioned Country List

Please review your documents before submitting to the Controller's Office.