

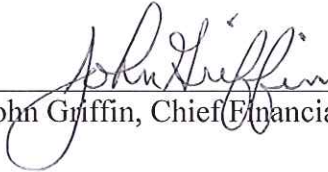


The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: AC014

Date: February 19, 2004

Revised: June 18, 2012

  
John Griffin, Chief Financial Officer

Title: Procedure for processing of Accounts Payable invoices from a copy or facsimile.

Statement

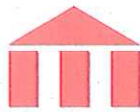
This procedure is established to document the procedure to prevent duplicate payments due to the payment of invoices from a copy or facsimile.

Purpose

To provide The University Corporation, (TUC) with a procedure that requires certification that records were checked prior to paying invoices from a copy or facsimile to prevent duplicate payments.

Procedure

When the Accounting Department is presented with a copy or facsimile of an invoice for payment, it is the responsibility of the respective Accounting staff member to ensure that a "Certification of Expenditure" sticker be placed on the copy and signed by the account director prior to processing for payment. By virtue of this sticker the account director is verifying that the copy is to be considered the original invoice and that he or she has not and will not receive the original invoice. In addition, prior to processing the invoice the respective Accounting staff member will verify that the invoice number is not a duplicate in the PeopleSoft system.



The University Corporation

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Account Director Date

**CERTIFICATION OF INVOICE TO BE USED AS  
THE ORIGINAL**

I certify that this invoice copy or FAX is to be used as the original invoice and that I have not or will not receive the original.

Account Director Date

18111 Nordhoff Street  
Northridge, California 91330-8310  
Tel: (818) 677-3061 Fax: (818) 677-2671