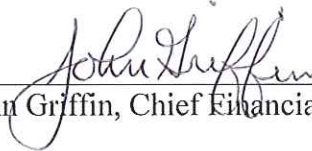




The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: AC015

Date: February 19, 2004  
Updated: February 1, 2006  
Reviewed: June 18, 2012

  
John Griffin, Chief Financial Officer

Title: Procedure for checking supporting documentation on purchase orders and check requests prior to processing an invoice for payment.

### Statement

This procedure is established to ensure that:

- a) all contracts that support disbursements are properly signed and
- b) proof of receipt of goods or services is attached to all invoices prior to processing for payment.

### Purpose

To provide The University Corporation, (TUC) with a procedure that requires that all contracts that support invoices be properly signed and that proof of receipt of goods or services is attached to all invoices prior to processing for payment.

### Procedure

Accounting department staff:

1. Validate that all purchase orders are completed properly.
2. Check for proof of quotes/sole source justification as described in the Purchasing Policy.
3. Verify that check requests contain the proper supporting documentation; ie. invoice, receiving document or signature of the Account Director noting receipt of goods or services.
4. Verify the authorizing signatures on P.O.s and check requests when they pertain to General, Agency, Endowment or Workshop funds.
5. Verify that funds are available in Agency, Endowment and Workshop funds.
6. Verify that Independent Contract requests and Independent Contracts are properly authorized/executed when they pertain to General, Agency, Endowment or Workshop funds.

Sponsored Programs staff:

1. Validate that any contracts which support invoices are signed by the appropriate Account Director and have been entered into with TUC's knowledge and approval.
2. Verify that all invoices indicate that the goods or services have been received or provided. This proof can be a receiving document attached to the invoice, packing slip or a signature authorizing payment of the invoice either on the face of the invoice itself or on an attached check request.
3. Validate that the signature on the P.O or check request is indeed an authorized signature for the project.
4. Validate that the grant has the funds available for the encumbrance/expenditure.



CHA. CORR. 00711  
01 FEB 15 11:12:14

### CASH TRANSMITTAL FORM

FROM: \_\_\_\_\_  
(OLD UCA ACCOUNT NUMBER )  
DATE: \_\_\_\_\_

MAIL CODE: \_\_\_\_\_

<u>ACCOUNT</u>	<u>FUND</u>	<u>DEPARTMENT</u>	<u>PROJECT</u> (GRANTS ONLY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CURRENCY: \_\_\_\_\_ \$

COIN(S): \_\_\_\_\_ \$

CHECKS: (NO. OF CHECKS \_\_\_\_\_) \_\_\_\_\_ \$

TOTAL DEPOSIT:  \$

THE SOURCE AND PURPOSE OF DEPOSIT IS:

For example: Workshop registration, lab manuals, refunds, etc.

**NOTE: CHECKS SHOULD BE MADE PAYABLE TO "THE UNIVERSITY CORPORATION"**