Check List for Payment of Invoices Associated with Purchase Orders

REMINDER:
- All PO's must be updated to have invoices sent to the Dean's Office and/or payments.bservices@cns.utexas.edu
- All invoices must have the PO on the invoice and or must include a copy of the PO

CLIENT ASSISTANCE

After the initial audit from the payment team, they will send the invoice out to the requester. Requesters please address the following:

- Please verify the account number on the PO is still the correct account to be paid from? Is it correct?
- Is the invoice you have received for review ready to pay per the standards below:
  - Were all items on the invoice received?
  - Were all the items to our standard?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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If all items above are in compliance, please do the following:

- Date and sign (a legible signature or please print name next to signature) the invoice as per when the goods/services were received
- Or send an email acknowledging the date of when goods and services were received. You must include/attach the invoice with the email

** Why is a signature/date required for the acceptance of goods and services - is to comply with the Texas Prompt Pay Act, please see link below**

https://financials.utexas.edu/hbp/part-7/9-1-payment-terms

Submit to Payment Team for Processing