

Acknowledging Process:

Before payment can be made for goods or services there must be an acknowledgment that the goods have been received or the services performed.

And, before any acknowledgments can be accepted an acknowledgment card (sample on reverse) must be on file in the Accounts Payable Department.

Acknowledgments, with proper signature, are acceptable on either the original invoice from the vendor, the department copy (yellow) of the purchase order, or in many cases the acknowledged copy (salmon) from Shipping and Receiving.

When an invoice is received from a vendor we are able to pay it without further departmental approval, providing we have received the acknowledged copy of the purchase order (either from the department or S&R). **OF COURSE, THERE ARE EXCEPTIONS:**

1. Purchase orders for scheduled maintenance. In this case the department copy of the purchase order should not be acknowledged early in the year and sent to Accounts Payable. Retain it until you have received the last service call of the fiscal year and then send it to Accounts Payable. Each invoice must be acknowledged to verify that you received the service for which you were billed.
2. Purchase orders for monthly billings for services...ie Xerox, Stanton, Headliner, etc. Each invoice must be acknowledged.
3. Purchase orders for equipment. Each invoice must be acknowledged.
4. Blanket purchase orders. In the case where there is no packing slip (which would be acknowledged by Shipping and Receiving), and only an invoice is received, the invoice must be acknowledged by the department.

When an invoice is received from a vendor, and Accounts Payable has not received an acknowledged purchase order copy from either the department or Shipping and Receiving, the invoice is sent to the department for acknowledgment. Refer to the attached **(ACKNOWLEDGING AN INVOICE)** for additional information.

SAMPLE OF
AP ACKNOWLEDGMENT CARD

CALIFORNIA STATE UNIVERSITY, FRESNO

Date

The employee's signature as shown below is authorized
to sign for the receipt of material and services for
the _____ Department.

DIVISION HEAD APPROVAL _____

Print Name

Signature

Accounts Payable Acknowledging Process

California State University, Fresno

October 1997

Policy No. B-01.3

ACKNOWLEDGING AN INVOICE. It is important that the department acknowledges an invoice only where indicated by the stamp that is affixed by the Accounts Payable staff. If the invoice bypasses Accounts Payable and goes to the department first, please "pick a corner" to acknowledge the invoice before sending it in for payment. The reason? Of the stamps reproduced below the first 4 are always used to process an invoice. Then, depending on the circumstances, one or more (5-7) of the other stamps may be necessary to complete the payment process. You can see that we need as much blank space as possible to affix the stamps. We thank you for your cooperation!

At this point we have another request..... **PLEASE DO NOT ADJUST THE AMOUNT OF ANY INVOICE.** If there is a discrepancy in the amount shown and the amount you are authorizing for payment, just attach a note and give the details, including the name of the vendor's representative who may have authorized the change.

① CERTIFY THAT I INSPECTED THE MERCHANDISE OR SERVICES LISTED ABOVE AND THERE IS NO EXCEPTION AS TO QUANTITY OR QUALITY EXCEPT AS FOLLOWS:

Signature Date

②

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③

| | | |
|-----------------|-----------|----------------------|
| VENDOR # | VOUCHER # | ACCT. # |
| P.O. # | INV. # | DATE |
| GROSS AMT. | DISC. | NET AMT. |
| FED. ENDO. I.D. | USE TAX | REV. # 0785011470 |

④

PAID BY REVOLVING FUND
CHECK NO. _____

⑤

This bill has been checked against our records and found to be the original one presented for payment and has not previously been paid. We have recorded this payment so as to prevent a later duplicate payment.

Stated: _____
DEPARTMENTAL ACCOUNTING OFFICE

⑥

THIS CLAIM
Bears
DISCOUNT

⑦

JUSTIFICATION
ATTACHED