

HUMBOLDT STATE UNIVERSITY

Facilities Management

Department Procedure: FSS016-180905

Title: Invoice Approval & Processing

The following procedure shall be utilized by Facilities Management personnel to process invoices.

- Vendors or service providers shall be directed to send all invoices to Accounts Payable (AP). Each invoice should have the PO Number clearly identified along with specific details regarding schedule of values or the estimate upon which the contract or purchase order is based. Any vendors or service providers who send invoices directly to Facilities Management shall be directed to send any future invoices to AP directly.
- Accounts Payable shall send all invoices, with the exception of those noted below, to fmbuyer@humboldt.edu. Invoices shall be routed to the appropriate Facilities Management point of contact by the Facilities Management Buyer or Financial Analyst.
 - Exception #1: Invoices received directly by the Facilities Management Buyer shall be routed electronically to the individual responsible for oversight of the services being provided. The individual responsible will send direction back to the buyer, who will forward it to AP.
 - Exception #2: Invoices related to job order contracts, or construction contracts in which progress billing is paid, shall be routed by the Financial Analyst to the project manager overseeing construction.
 - Exception #3: Facilities Management staff who receive invoices directly shall mark the invoice with the appropriate work order number(s) and route such immediately to their Manager. The manager shall then forward the invoice to the Buyer with their instructions to approve or reject the invoice.
- All invoices, including exceptions noted, shall be reviewed based on the criteria established below.
 - Incorrect invoices shall be returned to the Buyer, via email, with an explanation as to why it is not approved and a request for such to be rejected or revised and resubmitted by the vendor/service provider. Accounts Payable shall be copied on this email.
 - Invoices which meet approval shall be returned to the Buyer, via email, with the following noted: 1) Approval status, 2) Project ID and/or Contract number and/or Purchase Order number (if not included on the invoice), 3) Work Order number, if applicable, and 4) Amount approved with sub-amounts listed by line item/chartfield should the project, contract or purchase order include a schedule of values. The Facilities Management Financial Analyst shall be copied on this email when pertaining to a project or job order contract. The Buyer, Financial

Analyst, or designee, shall be responsible for closing out the procurement process associated with invoice entries in the AIM and PeopleSoft systems.

- Should the amount approved for any invoice exceed the amount for which the individual responsible has signature authority, the responsible individual shall forward a recommendation for approval with all information noted above to the next individual having a higher level of signature authority. Recommendation for approvals shall also include a request to reply, via email, to the Buyer and the Financial Analyst.

REFERENCES

- Facilities Management Regulation 009 Department Signature Authority for Procurement
- Capital Outlay Management Plan