RHIT/BANNER INSTRUCTIONS
HOW TO SUBMIT AN INVOICE
FOR PAYMENT (1-2013)

NOTE: PURCHASE ORDERS ARE REQUIRED FOR ITEMS TOTALING $2,500.00 OR MORE EXCEPT FOR CERTAIN EXEMPT GOODS & SERVICES AS OUTLINED IN SECTION III. A. OF THE INSTITUTE PURCHASING GUIDE.

“EXEMPT GOODS & SERVICES” ARE DEFINED AS FOLLOWS: memberships, professional consultants, fees, service agreements, insurance, travel subscriptions, licenses, mail services, utilities, registration fees, and advertisements

The following procedures should be followed when processing an invoice for items ordered for institutional use:

Purchases under $2,500.00 WITHOUT a purchase order and exempt commodities and services.

1. Complete an Invoice Transmittal/Check Request form for each vendor as per the instructions shown on the form. Enter the invoice number of each invoice being submitted in the Accounting Information area. You may list multiple invoices for the same vendor on one Invoice Transmittal/Check Request form. An additional Invoice Transmittal/Check Request form may be used as a continuation page.

2. Staple the invoices behind the Invoice Transmittal/Check Request form in the same sequence as they are listed on the form(s) and submit all documents to Account Payable.

Purchases over/under $2,500.00 With A Purchase Order - Without discrepancies between the purchase order and invoice amounts.

1. Stamp the invoice(s), and complete the required information shown on the A/P stamp. Place the invoice(s) on top of your Purchase Order and submit all documents to Accounts Payable.
Purchases over/under $2,500.00 With A Purchase Order – With differences between the purchase order and invoice amounts.

1. If you have a Purchase Order and you receive an invoice with an incomplete shipment, changes made to the unit/total price, the FOAPAL needs to be changed, or freight is to be added, you will need to advise Accounts Payable via the stamp as noted below.

2. After documenting any differences, complete the required information on the A/P stamp. Place the invoice(s) on top of your Purchase Order and submit all documents to Accounts Payable.

Price Change -

1. Check the appropriate box on the A/P stamp. Please highlight the item(s) on the invoice and correct the unit price/total price on the Purchase Order.

FOAPAL Change -

1. Check the appropriate box on the A/P stamp. Please note the change in the FOAPAL section on your Purchase Order.

Partial Shipment -

1. Check the appropriate box on the A/P stamp. Please highlight on the Purchase Order and the invoice(s) which item(s) you have not received. Note any pertinent information for Accounts Payable in the item description area of the Purchase Order.

Add Freight -

1. Check the appropriate box on the A/P stamp.