

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Proper Invoice – Data Elements and Format

Proc #: 6-800

I. PURPOSE

In order for Accounts Payable to make a payment to a vendor, a proper invoice must be received and matched with the electronic/paper receiver and purchase order. The automatic matching process in Banner compares the purchase order information, the receiver and the invoice.

The Purchase Order documents the specific requirements of the purchase for the vendor. Procurement Services is responsible for ensuring that purchase order documents contain all required elements. Departments must comply with all Procurement Services procedures and guidelines.

The Departmental Receiving Report documents that the goods and/or services have been received in good order and the date received (e-Receivers are electronic or paper receiving reports). Receivers in University departments must comply with all receiving requirements.

The Vendor Invoice is the “bill” from the vendor requesting payment for the goods/services that the vendor has delivered. Old Dominion University must have a “proper invoice” in order to issue payment.

In order for the “bills” of the University to be paid in a timely manner – each of the three documents must include certain required elements and be in a format that facilitates understanding.

The purpose of this procedure is to document the data elements and format of a Proper Invoice and to outline what happens when a defective invoice is received.

II. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

ODU Vendors
Accounts Payable Staff
Office of Finance
Procurement Services Staff

III. PROCESSING CYCLE

Daily or when necessary to process vendor payments

IV. REQUIRED RESOURCE MATERIALS

Proper Vendor Invoice
Defective Invoice Letter (sent to vendors)
e-Receiver or paper receiving report

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V. GOVERNING POLICIES AND PROCEDURES

Prompt Pay Statutes, Code of Virginia, §2.2-4347 through 2.2-4356 and 2.2-5004
CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
Commonwealth of Virginia – Vendors Manual
Office of Finance Policies and Procedures
Department of Procurement Services – Procurement Manual
Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors

VI. CROSS REFERENCE TO OTHER PROCEDURES

Handing Defective Invoice, 6-080
Departmental Receiving Report Procedure, 6-085
Keying Invoices into Banner, 6-051

VII. OTHER ODU OFFICES IMPACTED

University Departments

VIII. INVOLVEMENT EXTERNAL TO ODU

Vendors providing goods/services to ODU

IX. PROCEDURE:

Elements of a Proper Invoice

Each invoice presented by a vendor for payment must be clear and accurate and free from mathematical and quantity errors. As a *minimum*, each invoice should contain the following elements to facilitate efficient and effective payment processing:

1. Name of the Vendor
2. Vendor “Remit to” Address
3. Vendor Invoice Number
4. Invoice Date
5. ODU Purchase Order Number
6. ODU Contact Name
7. Payment Due Date
8. Payment Terms and Discounts
9. Description of goods/services delivered (per the purchase order)
10. Quantity delivered by line item (per the purchase order)
11. Cost per item and Extended Cost (should agree to the purchase order costs)
12. Freight Charges (per the purchase order)
13. Total Amount Due (should agree to the purchase order amount)
14. No sales tax for tax exempt goods/services

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15. Special Terms or any additional information needed for accurate payment processing.

When a Defective Invoice is received

See procedure 6-080, Handling Defective Invoices for additional information.

Records Retention:

Original documentation should be maintained along with the associated payment documentation in the Office of Finance agency file for three years.

Contacts:

For questions regarding this procedure and/or practice, contact the Accounts Payable Manager at 683-4813, Accounts Payable Processing Supervisor at 683-4528.