

Prompt Payment Checklist

Invoice Checklist

Please provide the following items when submitting an invoice for payment:

√	Business Purpose
√	Detail of items purchased—if a Purchase Order was used, include the number if not documented on the invoice
√	Fund, Organization (Department number), and Account Numbers documented on invoice
√	Completed W-9, W-8BEN or Foreign National Information Form, if applicable
√	Approval signature(s), if the order was not placed in Deacon Depot

Reimbursement Checklist

Please provide the following items when submitting a reimbursement request:

√	Business Purpose
√	Detailed and summary receipts, if required
√	Fund, Organization (Department number), and Account Numbers
√	Payee's Signature—the payee himself should sign, not a proxy
√	Proper approval signatures
√	Proof of payment
√	Foreign currency converted
√	Foreign receipts translated

Helpful Hints

1.	Please type information on the Travel & Entertainment Form and the Expenditure Voucher Form
2.	Please staple all pages of an invoice or receipts to the forms submitted to Accounts Payable—paperclips may not hold invoices or receipts to the appropriate documentation
3.	If the invoice is smaller than an 8 ½ x 11, please tape or staple the invoice to an 8 ½ x 11 sheet of paper
4.	Please do not place tape on the printed portion of the receipt
5.	If an invoice has a remittance stub, please do not write on it. All approvals, business purposes and account codes should be on the section of the invoice that WFU retains

**Financial Services
Quick Guide
Library**
finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is this checklist for?

It is a list of items that should be included when submitting invoices or reimbursement documents.

Why it is Necessary?

The items listed are necessary to:

- To expedite payment.
- Increase process efficiency by reducing follow-up time
- Reduce or eliminate fees charged to your department for late payment.