

Invoice Processing Checklist

Vendor Information

Vendor Name:

Invoice Number:

Invoice Date:

Amount:

Checklist

- ☐ Invoice received
- ☐ Details verified (PO, amount, date)
- ☐ Approval obtained
- ☐ Entered into accounting system
- ☐ Payment scheduled
- ☐ Payment made
- ☐ Invoice filed/archive

Remarks

Submit Checklist