Procurement Services Office
Ikenberry Hall
Room 217
P: 304-876-5216

Invoice Submission Requirements

When submitting invoices to Procurement Services for processing and payment, the following guidelines should be followed.

Vendor Name & Address

- Vendor Name **MUST** be on the invoice and **MUST** match the vendor record in Oasis exactly.
- Vendor remit to address Must be on invoice and Must match the vendor record in Oasis exactly.
    - If the vendor is a one that we have utilized before you are able to check the vendor name and address set up by logging into VISTA. For instructions on how to complete this task, please click here.
- The *Bill To* and *Ship To* **MUST** be Shepherd University or Shepherd Representative and a Shepherd University Address.

Dates

- If the invoice includes an *invoice date*, this date **MUST** be on or after the approved requisition/agreement/purchase order issue date.
- If the invoice includes a *service date*, the service date(s) **MUST** be on or after the approved requisition/agreement/purchase order issue date.
- All Signatures for payment approval by the department must be dated. (Date must be on or after the approved requisition/agreement date/purchase order issue)

Itemization

- All invoices submitted for payment must be itemized to include the listing of each item, the quantity, unit cost, and total amount due. This itemization should match the agreement/purchase order/approved requisition.
- For service invoices a full and detailed description of the services provided to Shepherd University should be included on the invoice. This should match the agreement/purchase order/quote exactly.

Department Approval to Pay

All invoices submitted for to Procurement for processing and payment **MUST** include an approval to pay by the department. This approval is indicated by the following:

- Invoice certification stamp as listed below with signature of an individual with authority to approve payments and with knowledge to certify that the items/services are billed as received:
    - "I hereby certify that the items listed hereon have been received and are approved for payment."
- If no certification stamp is available, department **MUST** submit the invoice with a signature of an individual with authority to approve payments and with knowledge to certify that the items/services are billed as received.
- The signature should also include the printed name of the individual for easy identification of the individual approving the payment.

January 8, 2021

Funding Information

- ✓ The invoice should include the Banner Fund, Org, and Account Code of the budget that the expense should be paid from. If multiple lines of funding, make sure to indicate the dollar amount for each funding line. If the funding was provided on an approved requisition and that funding information is still accurate, no funding information will need to be provided on the invoice.
- ✓ If the invoice is not associated with an encumbrance and/or purchase order, please verify funding is available in designated funding line(s).

Requisition/PO/Contract

- ✓ Note on invoice the Encumbrance, Purchase Order or Contract number(s) when applicable.

Received Items

- ✓ If invoiced for any good/services that are expensed to the account codes found on this list, make sure to include a signed and completed Receiving Report OR a signed itemized packing slip/delivery ticket. The date on the Receiving Report or itemized packing slip/delivery ticket should be the actual date that the goods/services were received.