

Financial training For non financial staff



The financial training specialists

8 things to consider when approving invoices for payment

When you are sat at your desk with an invoice that needs to be approved for payment, here's 8 questions to think about:

- 1 Is the invoice for your cost centre, or should someone else be approving it?
- 2 Did you order it? There should be a Purchase Order.
- 3 Have they charged the price they agreed? Check against the Quotation.
- 4 Has it all been received? Check against the Delivery Note.
- 5 Has any of it been returned?
- 6 Does the invoice add up properly?
- 7 Are there any unexpected extras on the invoice that haven't been agreed?
- 8 Approve the invoice promptly so Finance can pay it on time. If we always pay suppliers late, they won't give us their best prices!