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## The Trusted Advisors, Vol. 9

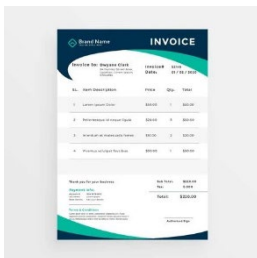
### Approving an Invoice for Payment

August 17, 2022

The invoice approver is responsible for determining if an invoice received by the College is genuine, accurate and complete. Each invoice should be reviewed before being submitted to Accounts Payable for payment. Performing a thorough review helps to avoid fraudulent and duplicate payments. Also, a good review for accuracy by the invoice approver helps to minimize delays in payments to the Supplier.

#### 1. Perform a reasonableness review

The first step is to perform an overall reasonableness review. The invoice should:



- Have an invoice number and invoice date.
- Include the Supplier's name, address, and phone number.
- Include a description of the goods received and/or services performed and the dollar amounts.

#### 2. Confirm the Suppliers Information

Confirm that the invoice contains the Supplier's correct information. The Supplier's name, address, and phone number should be current. This information can be verified in PeopleSoft Finance.

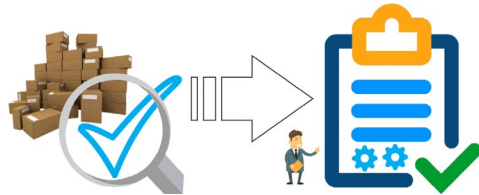
### 3. Confirm the invoice is new

Check the invoice to ensure that the invoice is not a duplicate and the College is not being billed twice for the same goods or services.

### 4. Inspect the goods and services

Perform an inspection of the goods and/or services.

- Review the description of the goods received and/or services performed provided on the invoice. There should be back-up to support any items listed on the invoice. Cross-check all details against supporting documents such as the original quote, delivery receipt, or Purchase Order (PO). Additional information and supporting documentation should be requested from the Supplier, as needed.
- Goods should be received in good condition. Ensure no items are damaged. All services performed should be completed prior to the invoice date.
- Verify the actual quantities received from the Supplier. The quantities listed on the invoice should agree with the quantities received. The order should be complete. Partial orders or missing items should not be submitted for payment.



### 5. Verify the dollar amounts

Check the dollar amounts on the invoice. Are the amounts correct?

- The unit cost of the goods and/or services on the invoice should match the quoted amount. Use supporting documents (original quote, delivery receipt, etc.) to verify the amount is correct. If a PO is involved, verify the amounts match the agreed upon amounts for the goods and/or services.



- Verify the total amount on the invoice matches the total quoted amount.
- Any additional charges included on the invoice such as sales taxes, shipping and delivery cost, etc. should be verified.
- Ensure the invoice does not include Texas sales tax. HCC is exempted from paying State of Texas sales tax.

The invoice approver should work with the Supplier to correct any information found to be incorrect and obtain sufficient documentation prior to submitting the invoice to Accounts Payable for payment.



**See something.  
Say something.**

Please visit the Compliance and Ethics website to report suspected incidents of fraud through the Ethics Point hotline:

<https://www.hccs.edu/about-hcc/compliance--ethics/>

For additional information you can watch our Fraud Awareness Lunch & Learn presentation by clicking [here](#).

Need help performing a risk assessment? Contact Terry Corrigan, Internal Audit Director  
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