INVOICE CHECKLIST

General Information
☐ Vendor name
☐ Vendor address
☐ Transaction date
☐ Transaction total
☐ Itemized description of goods or services purchased, including unit price
☐ Billed to the University of Tennessee, not an individual
☐ Billed to the correct UT department
☐ No sales tax
☐ Item(s) have been received / work has been completed
☐ Cost center/WBS element provided on invoice with internal order number
☐ Backup documentation, such as event details, reason for the purchase, etc.

Entertainment
☐ Prior approval entertainment attached for invoices over $1,000 or exceeds $100 per person
☐ For groups 15 or less, list the names of attendees
☐ For groups more than 15, list the group(s) of attendees
☐ Gratuity can’t exceed 20%
☐ Alcohol can’t be purchased using E accounts (must be a gift fund)

Payment Works
☐ Vendor has been set up in Payment Works
☐ Vendor has not been blocked for posting in IRIS
☐ Remittance address set up in Payment Works, if applicable

Miscellaneous
☐ Contract number provided for contract invoices
☐ Special Payment T-27 form needed for payments to individuals
☐ Petty Cash Reimbursement form T-44 and receipts needed for petty cash reimbursements to UT employees
☐ Report Key needed on lodging invoices if expense report is being submitted through Concur
☐ Travel expenses must be processed through Concur
☐ Asset created for movable equipment and sensitive minor equipment