

## 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