# Standard Operating Procedure

## Purpose

Pay Direct Pays (non-eshop) vendors for goods or services rendered.

## Items Needed

* Invoice from Vendor (Original is preferable)
* Cost object or WBS number for billing purposes
* GL Account
* Back-up documentation:
  + If the amount is over $5000, a PO must be created first
  + If a result of a contract, see Contract SOP (link- Jared to write)

## Procedure

1. After an invoice is received, review it for accuracy. Ensure the amount is correct.
   1. Include dated and signed receiving documentation:
      1. packing slip if available
      2. if packing slip is not available, write date received on invoice
   2. Include authorized documentation requesting the purchase
   3. If the invoice is for food items, include an agenda and a list of attendees including each individual’s organization, or student status
2. If all is correct, find a blank space on the invoice and write:
   1. The cost object or WBS number the invoice is to be billed to
      1. Check the account to make sure there are enough funds
   2. The GL account the transaction should be charged against
      1. If unsure, please look up GL using COE GL Master Guide or contact the Business Office
3. Have the designated approver/responsible person for that cost object/WBS number write:
   1. OK to Pay
   2. Sign their name
   3. The date of approval
   4. Cost object or WBS number on invoice
   5. GL number from COE GL list
4. Send the invoice to the College of Engineering Business Office to be reviewed. If everything looks ok, it will be parked if applicable, scanned and sent to Accounting. A copy of the documentation should be maintained in the College of Engineering according to UNL Records Retention policy.