

Accounting

Invoice Reconciliation

Accounting Services match the invoice with the Purchase Order and the receiving information. If there is a three way match a warrant (check) will be issued to the vendor.

Accounting Services will not process an invoice in the following cases:

- The invoice exceeds the amount on the Purchase Order by 10% or \$100, which ever is less.
- There are discrepancies between the invoice and the Purchase Order regarding quantity, Payment terms, or freight charges.
- There is no record of a Purchase Order.
- Incorrect P.O. Number.