Prompt Payment Checklist

Invoice Checklist
Please provide the following items when submitting an invoice for payment:

- Business Purpose
- Detail of items purchased—if a Purchase Order was used, include the number if not documented on the invoice
- Fund, Organization (Department number), and Account Numbers documented on invoice
- Completed W-9, W-8BEN or Foreign National Information Form, if applicable
- Approval signature(s), if the order was not placed in Deacon Depot

Reimbursement Checklist
Please provide the following items when submitting a reimbursement request:

- Business Purpose
- Detailed and summary receipts, if required
- Fund, Organization (Department number), and Account Numbers
- Payee’s Signature—the payee himself should sign, not a proxy
- Proper approval signatures
- Proof of payment
- Foreign currency converted
- Foreign receipts translated

Helpful Hints

- Please type information on both the Travel & Entertainment and Expenditure Voucher Forms
- Please staple all pages of an invoice or receipts to the forms submitted. Paperclips do not always hold invoices or receipts to the appropriate documentation
- For invoices smaller than 8 ½ x 11, please tape or staple them to an 8 ½ x 11 sheet of paper
- Please do not place tape on the printed portion of the receipt
- If an invoice has a remittance stub, please do not write on it. All approvals, business purposes and account codes should be on the section of the invoice that WFU retains

Financial Services
Quick Guide Library
finance.wfu.edu

Responsible Unit:
Accounts Payable
Additional Assistance:
ap@wfu.edu

What is it?
It is a list of items that should be included when submitting invoices or reimbursement documents.

Why it is Necessary
The items listed are necessary to:

- To expedite payment.
- Increase process efficiency by reducing follow-up time
- Reduce or eliminate fees charged to your department for late payment.

Rev. 11/5/12