**Invoice Checklist**

An invoice is a document submitted to Columbia University by a vendor for payment of goods or services provided to a department.

The vendor must be established on the vendor master file in ARC before an invoice can be paid.

Certain goods and services require a PO prior to doing business with the vendor. Please see the Procurement Mechanism guide for more information.

A voucher must be initiated in ARC in order to pay an invoice.

Invoices are audited to ensure compliance with Columbia University policy and Accounts payable procedure.

**Basic information required to pay an invoice:**

- Vendor’s name, remit to address, tax ID number or social security number
- Bill to party- on all invoices, must be billed to Columbia University
- Invoice Date
- Invoice Amount
- A description of services or goods provided

**Invoice Tips:**

- Bill to name on invoice must be Columbia University
- Invoice number must be entered into ARC
- Columbia University only pays the current activity. If there is a previous balance, department must obtain a new invoice for that amount.
- A legitimate business purpose that pertains to Columbia University business must be documented.
  - For conferences: business purpose, name of conference, conference flyer, number of conference attendees. (If less than 10, name and affiliation of the individual, more than 10-just the number of attendees).
  - For meals: business purpose, all meal thresholds as stated in the Travel & Business Expense policy apply (If exceeds thresholds either manual Supplemental Approval or Exception Request must be submitted), number of attendees (If less than 10, name and affiliation of the individual, more than 10-just the number of attendees).
- Are their sales tax charges included on the invoice for which Columbia University is tax exempt?
- Check the vendor profile to ensure name, address, payment type, 1099 code match