

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Invoicing	May 30, 2013	A-31

Purpose

This procedure is to document how the invoices at the Physical Plant are reviewed and approved before forwarded to Accounts Payable for further payment processing.

Procedure

1. **Administrative Secretary**

1.1 The Administrative Secretary at the Physical Plant will date, stamp all invoices received, and then record them in the Access database system. The data recorded in the database will include vendor's name, invoice number, invoice date, invoice amount, related work order number, transaction date, and responsible project manager. The invoice will then be forwarded to the Construction Accountant at the Physical Plant to review.

2. **Construction Accountant**

2.1 The Construction Accountant reviews each invoice for accuracy by making sure billing rates are accurate and time sheets are attached. The Accountant is required to sign off on the invoice by placing an initial stamp on the invoice to indicate the review has been performed. The invoice is then forwarded to the appropriate Project Manager or Maintenance Manager for approval.

3. **Invoices**

Physical Plant invoices include three (3) major types, Time and Material Invoice, Professional Services Invoice and AIA Form Construction Payment Request.

3.1 Time and Material Invoice

The Accountant verifies the billing rate for accuracy, reviews billing hours to ensure labor hours match time sheets attached, also verifies work order number and/or purchase order number is referenced on the invoice. Work order should be attached for each invoice. The billing rates come from the T&M contract signed with each vendor, and can be found in the Accountant's Rate Sheets Binder.

3.2 Professional Services Invoice

The Accountant reviews each invoice for accuracy by verifying the billing rate on the invoice is correct, and making sure work order number and/or purchase order number is referenced on the invoice. Work ordered should be attached for each invoice. The billing rates come from the T&M contract signed with each vendor, and can be found in the Accountant's Rate Sheets Binder.

3.3 AIA Form Payment Request

The Accountant reviews this type of invoice for valid purchase order, verifies period ending date and project title, and makes sure backup documentation is attached including Sworn Statement, Budget Summary Log, and any other related documentation.

4. **Construction Project Manager**

4.1 The Project Manager performs a second review of the invoice to approve payment. The Project Manager is required to have approval signature and the appropriate fund number (Banner FOAPAL) written on each invoice. The Project Manager then returns the approved invoice to the Administrative Secretary.

5. **Maintenance Manager**

5.1 Upon receiving invoices, Maintenance Manager will forward invoices to the Foreperson to review.

5.2 The Foreperson will initial and date invoices to indicate that the work specified on the invoice has been performed and/or complete. The Foreperson will then return invoices to the Maintenance Manager.

5.3 The Maintenance Manager will initial and date the invoice to authorize payment against the appropriate account.

5.4 If the invoice amount is less than \$10,000, the review is complete, the Maintenance Manager will return the invoice to the Administrative Secretary.

5.5 If the invoice is equal to or greater than \$10,000, then the invoice will be forwarded to the Director of the Facilities Maintenance Director for approval. The Facilities Maintenance Director will initial and date all invoices that are \$10,000 or greater, then return the invoice to the Administrative Secretary.

6. **Administrative Secretary**

6.1 The Administrative Secretary logs out the invoice by recording the date it was returned in the Access database system. The Administrative Secretary makes a copy of the invoice for Construction Project Managers for record keeping, and Physical Plant Clerical Staff to prepare invoice entry into TMA.

6.2 When all approved invoices are collected and ready for delivery to Accounts Payable, The Administrative Secretary will perform a final review of each invoice to make sure each invoice is properly approved.

Authorized by:

Scott Storrar
Director, Facilities Planning and Construction

Dieter Otto
Director of Custodial, Grounds, Motor Pool, and Waste Management

Bilal Sarsour
Director of Facilities Maintenance

John Donegan
Chief of Operations

Invoice Flow Chart