

## ***INVOICE STAMP***

The invoice stamp (supplied to each off-campus location and each on-campus unit) is used to pay for merchandise purchased by a purchase order. When an invoice is received, use the invoice stamp directly on the invoice. If the invoice is too small, tape it to a white piece of paper and use the invoice stamp on the plain paper.

### **Off-Campus**

It is not necessary to complete all the information asked for on the invoice stamp. Refer to the gold copy of the purchase order sent to the off-campus location to get the purchase order number. No other information is required.

The County Extension Coordinator should sign and date the invoice and then send it to the Regional Office for signature approval from your District Administrative Director. The Regional Office will send the invoice to the Associate Director, Rural and Traditional Program's office who forwards the invoice to Administrative Services for final processing before it is sent to Procurement and Payment Services.

### **On-Campus**

It is not necessary to complete all the information asked for on the invoice stamp. Refer to the gold copy of the purchase order sent to the individual responsible for ordering the merchandise to get the purchase order number. No other information is required.

After department head signature approval and, if needed, approval from an Associate Director, send the invoice to Administrative Services for final processing. Invoices being paid from a "System Support Account" are not required to come through Administrative Services.

### **Contracts/Grants**

#### **Off-Campus**

In processing an invoice involving contract/grant accounts, the invoice must be routed through the County Extension Coordinator, District Administrative Director and then on to Administrative Services. Signatures are required from each of these individuals (to include the project leader). Administrative Services will affix the Director's signature and forward to Procurement and Payment Services.

#### **On-Campus**

In processing an invoice involving contract/grant accounts, the invoice must be routed through the appropriate academic department head, academic dean's office, then on to Administrative Services. Signatures are required from each of these individuals (to include the project leader). Administrative Services will affix the Director's signature and forward to Procurement and Payment Services.