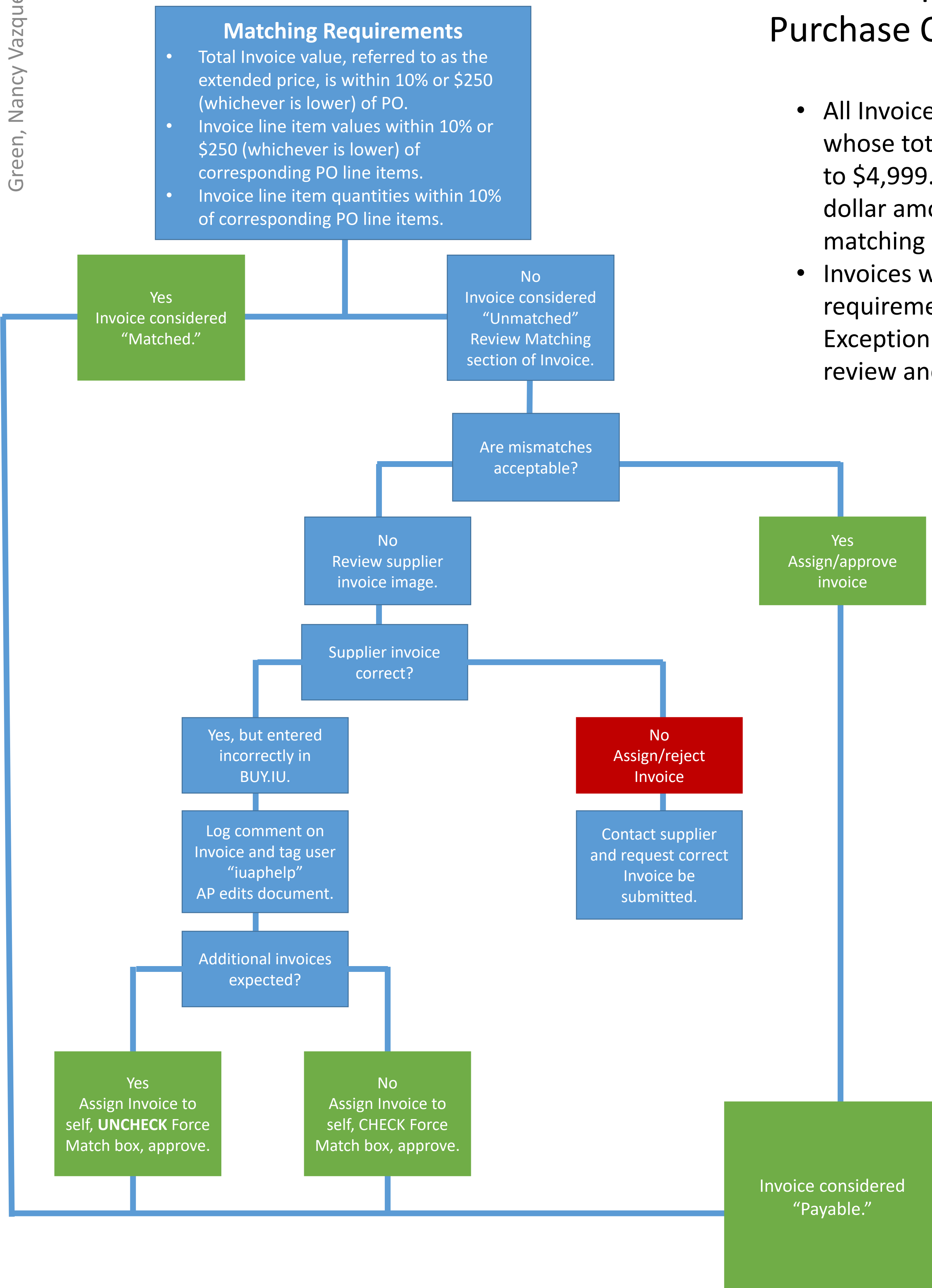


## Invoice approval workflow: Purchase Orders ≤ \$4,999.99

- All Invoices that book against a PO whose total value is less than or equal to \$4,999.99, regardless of the Invoice's dollar amount, are subject to the matching requirements listed.
- Invoices which do not pass these requirements route to the Matching Exception workflow stop for additional review and approval from fiscal staff.

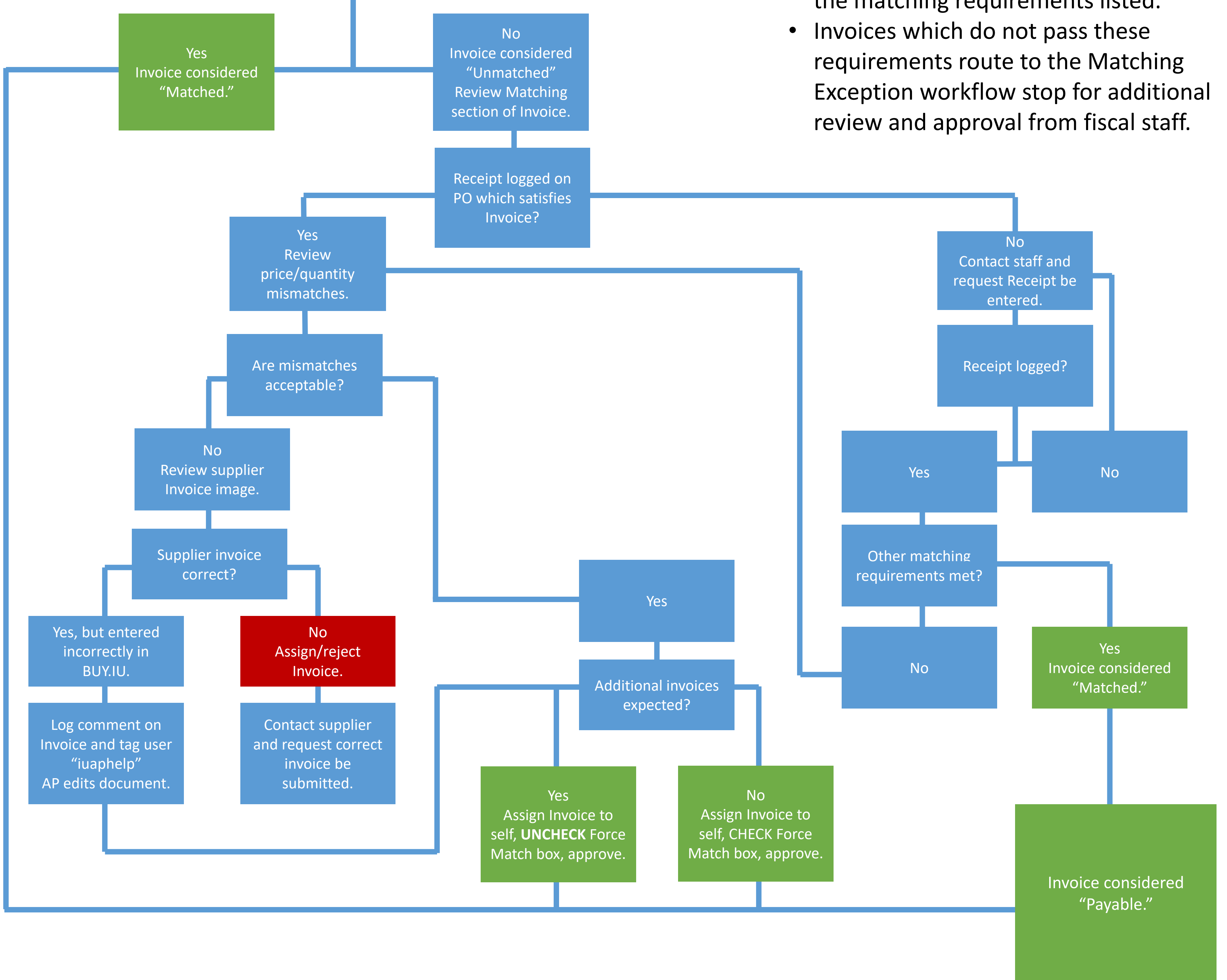


**Matching Requirements**

- Total Invoice value, referred to as the extended price, is within 10% or \$250 (whichever is lower) of PO.
- Invoice line item values within 10% or \$250 (whichever is lower) of corresponding PO line items.
- Invoice line item quantities within 10% of corresponding PO line items.
- Receipt document logged on PO which meets or exceeds items/amounts invoiced.

## Invoice approval workflow: Purchase Orders ≥ \$5,000

- All Invoices that book against a PO whose total value is greater than or equal to \$5,000, regardless of the Invoice's dollar amount, are subject to the matching requirements listed.
- Invoices which do not pass these requirements route to the Matching Exception workflow stop for additional review and approval from fiscal staff.



# Invoice approval workflow: Recurring/Blanket Invoices

- Recurring payment Invoice behavior is determined by the Invoice's value, not the PO value.

