Processes for Receiving Goods and Processing Invoices

**Step I**

Responsible party: *Department/Unit*

Check items received against packing slip provided, including item number, quantity and price (to include tax and freight).

**Step II**

Responsible party: *Department/Unit*

Department will verify received items and packing slip match the corresponding invoice.

**Step III**

Responsible party: *Department/Unit*

Department submits invoice and confirmation of the receipt of goods to AABC-SEC for payment to be processed.

\*Prior to the submission to the AABC-SEC, invoice must be verified and signed by the Department/Unit Budget Authority for received goods. Submission of invoice to AABC-SEC **must include** **BOTH** the (1) signed and authorized invoice and (2) confirmation of receipt of goods for payment to be administered.

**Step IV**

Responsible party: *AABC-SEC*

Business Center will pay invoice.