

# **Invoice Processing SOP**

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## **1. Intake**

Invoices must be submitted to the accounts inbox with PO number when applicable.

## **2. Validation**

- Check vendor, amount, and payment terms.
- Match against purchase order and receipt confirmation.
- Escalate discrepancies to the requester.

## **3. Timing**

Invoices are processed twice weekly.

## **4. Notes**

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.