

# 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.