Financial- FM Team - Invoices

	Activity	Who	Form/Hyperlink
Step 1:	**INVOICES received from vendor**	Business Operations, Accounts Payable, Maintenance Stores, FM Employees, Admin	N/A
Step 2:	**INVOICES are logged, scanned and distributed**	Business Operations	N/A
Step 3:	**Invoices distributed to Project managers and FM employees.** Under $5,000, encouraged to use procard,	Business Operations, Project Manager, FM Employees	N/A
Step 4:	**FM Employees** receive invoices, verifies work is complete and work meets WMU standards. Employee signs off on invoice and obtains secondary signature from direct supervisor (based on dollar amount/spending levels), invoice sent to the BOPS office	FM Employee, Admin, Business Operations	Spending levels
Step 5:	**Business Operations (BOPS) process:** BOPS will do one of the following; 1) Collect Procard verification of payment for invoices, 2) Pay invoices using Peoplesoft Financials. Each invoice is reviewed to enter in TMA on work order or project.	Business Operations (Senior Budget Analyst and Financial Assistant)	INVOICES-Invoice step by step INVOICES- step by step flow chart Peoplesoft Approvers Guide ACCOUNTS PAYABLE- enter vouchers
Step 6:	Invoices are archived with BOPS. Document management system relies on naming and locating files for future retrieval.	Business Operations (Senior Budget Analyst and Financial Assistant)	WMU Retention Guidelines