

	<b>LOM 1.17 Invoice Review and Payment</b>	
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## 1.17 Invoice Review and Payment

### 1.17.1 Invoice Review

It is the responsibility of laboratory management to ensure that invoices are properly reviewed to verify that the identified goods and services have been received and meet laboratory expectations before payment is authorized. All properly authorized invoices shall be paid in accordance with procedures outlined in the MSP Financial Guide and LOM - 2.10 Control of Materials and Supplies.

### 1.17.2 Invoice Payment

All invoices must be date stamped upon receipt. All packing slips/invoices shall be initialed by the individual who accepts and verifies the receipt of goods/services. These documents are turned over to the lab director for review and approval for payment. Each invoice submitted for payment must contain an "OK to Pay," date, and full signature of the lab director who has reviewed and authorized it for payment.

#### 1.17.2.1

Payment for laboratory equipment and instruments will be made upon receipt of an invoice approved by the Division Equipment Technician, Technical Leader, or Laboratory Director, as appropriate. It is the responsibility of the Equipment Technician, Technical Leader, or Laboratory Director to verify that the identified goods have been received and installed (when appropriate) and are operating to the satisfaction of the unit prior to authorizing payment to the vendor. Each invoice submitted for payment must contain an "OK to Pay," date, and full signature of the lab director who has reviewed and authorized it for payment.

#### 1.17.2.2

Payment can only be made from a vendor-generated invoice which includes the vendor name, address, and a pre-printed invoice number.

#### 1.17.2.3

Payments to vendor laboratories for outsourced casework may be made once the Technical Leader or Unit Supervisor has verified that data and laboratory reports have been received for each of the cases identified on the vendor's invoice (or the attached return manifest, case billing, etc.). It is the Technical Leader's or Unit Supervisor's responsibility to ensure that reconciliation records are maintained to document the verification process. These records may be requested and shall be made available in the event of a program audit.