

**Workforce Investment Board  
Invoice Process (12/23/10)**

**All invoices and voucher request forms will be processed in the following manner:**

1. Receipt:

Invoices/ ITA Voucher/Credit Card and Check requests received through the mail will be:

- a. Opened by the clerical staff designated
- b. It will be stamped (number, date, reviewer, etc.)
- c. It will then be logged
- d. It will then be placed in the Principal Account Clerk's (PAC) " Invoice In Basket"

Invoices/ ITA Voucher/Credit Card and Check requests received electronically will be:

- a. Sent to the email address [WIBFiscal@tularewib.org](mailto:WIBFiscal@tularewib.org)
- b. This account will be auto forwarded to the designated clerical
- c. The email will be opened and the invoice printed
- d. The document will be date stamped (number, date, reviewer, etc.)
- e. It will then be logged
- f. It will then be placed in the Principal Account Clerk's "Invoice In Basket"

2. Upon receipt of the invoice, the PAC, if applicable, will forward the invoice to designated staff for review:

<b>Service/Product</b>	<b>Reviewer</b>
OSO	Analyst – Designated
Youth	Program Coordinator - Youth
Health Care	Analyst – Designated
NEG	Program Coordinator - NEG
ITA/Vouchers	Analyst – Designated
Other	No reviewer needed

3. The Principal Account Clerk will process approved invoices received by Wednesday at 12:00 pm (Thursday of Previous Week – Wednesday of current week).
4. PAC will email a pdf version of the invoice to reviewer
5. Monday, after the Auditor's "run" on Thursday evening, the PAC will review "rejected" items. This information will be forwarded to the appropriate staff for clarification, additional documentation, and correction.