

## SAM – INSTITUTIONAL STORES ACCOUNTING

### VENDORS' INVOICES

10808

(Revised 7/1965)

The Stock Received Report will be the document authorizing the accounting office to schedule the vendor's invoice for payment. When the invoice is received covering the commodities purchased, it will be checked against the corresponding Stock Received Report and Purchase Order. If it differs from the Stock Received Report or Purchase Order, the invoice will be corrected to conform thereto. The vendor will be notified of such correction by Notice of Correction of Invoice, [Std. Form 107](#). Information will be entered on the copy of the invoice retained by the agency sufficient to identify and permit reference to the Stock Received Report, the Purchase Order and the estimate to which the invoice relates. As each invoice is audited and determined to be proper for payment, the accounting office will write or stamp "Scheduled" on the related Stock Received Report to aid in insuring against payment of duplicate invoices.

The unit price of a commodity as shown on the Purchase Order is the maximum price which can be paid. Agencies will take advantage of cash discounts offered by vendors. Quantities accepted under any Purchase Order should not exceed the quantities stated therein except in cases where it was impractical to deliver the exact quantity. In such cases, the excess permissible will be limited to a reasonable amount. (See SAM [3566.2](#).)

If it becomes necessary to return certain goods for which Stock Received Reports have been issued, their return will be recorded on Returned Stock Report, [Std. Form 108](#). A copy of this report will be sent immediately to the accounting office. The accounting office will request a refund or credit memorandum from the vendor. Returned Stock Reports will be filed with the Stock Received Reports.

Vendors' invoices will be posted at net purchase price (after deducting cash discounts) to the Allotment Expenditure Ledger cards for the appropriate allotments.