

Sample Invoice Process Flow

Step 1

Agency ordering staff create order document and send to supplier; copy sent to Accounting

Step 2

Supplier delivers product ordered within time frame

Step 3

Agency receives product and documents receipt; copy sent to Accounting

Step 4

Supplier sends invoice to agency ordering staff

Step 5

Agency ordering staff approve invoice and send to Accounting

Step 6

Accounting staff schedule invoice for payment

Step 7

Accounting staff send claim schedule to State Controller's Office

Step 8

State Controller's Office creates warrant and sends to supplier