

# Catering Invoice Checklist

Invoice # \_\_\_\_\_

## INSTRUCTIONS:

1. **DO NOT** attach multiple invoices together. Collect all required documentation for **EACH** invoice.
2. Review the **PURCHASING AUTHORIZATION and SIGNATURE APPROVAL PROTOCOL** below. Contact Tracy Thornton at x2443 with questions.
3. Obtain **appropriate** signature and account number.
4. Return each invoice with all the documentation within **five (5) business days** to Tracy Thornton, RH-215 or [accountspayable@csc.edu](mailto:accountspayable@csc.edu).

## IMPORTANT:

- The attached invoice(s) is an FY20 expense.
- Invoice(s) **must** be received in Accounts Payable prior to July 31<sup>st</sup>, 2020 to be charged to your FY20 budget.
- Invoices received after July 31, 2020 will be charged to your FY 2021 budget.

## ITEMS REQUIRED PER COLLEGE POLICY:

- \_\_\_ List of attendees.
- \_\_\_ Brief description of the business purpose.
- \_\_\_ Cabinet member approval by signature **or** authorized departmental approval signature per delegation of authority memo for current fiscal year.
- \_\_\_ Account number on the invoice.
- \_\_\_ Verified project ID# (if applicable).

### **PURCHASING AUTHORIZATION and SIGNATURE APPROVAL PROTOCOL EFFECTIVE OCTOBER 5, 2016**

**Food and Beverage** – Must be pre-approved by the Cabinet member who oversees the Division, or their designee.

**Cabinet:** Cabinet is comprised of the President, Senior Vice Presidents, the Chief of Staff, and the Vice Presidents. For purposes of this Purchasing Authorization and Signature Approval Protocol, the Executive Director of the CSCC Development Foundation has equivalent signature/approval authority.

**Cost Center Manager:** Cost Center Managers are defined by title and include the following: Cabinet, Associate Vice Presidents, Deans, Directors (Director II, Director I, Executive Director, Assistant Director), and Chairpersons. Cost Center Managers are administrators and have budget responsibility for their cost center(s). While Supervisors may assist with budget development and management, Supervisors do not have direct budget responsibility and do not have Cost Center Manager authority or responsibility.