



## PRE-AUDIT CHECKLIST

### Notes for submission and review:

- Items 1 – 8 below must be included on an invoice prior to submission to the accounts payable mailbox
- All documents and supporting documentation (e.g. BEA, Staff training and development form) should be submitted electronically
- The SAMPLE invoice (page 4) is for illustrative purposes only - materials submitted may appear differently than presented
- Special payment terms that may be identified (e.g. immediate, Special Handling / D cheque)

## THE INVOICE

- 1 – Bill to Ministry Information
- 2 – Legal Name & Address of Supplier
- 3 – Identifiable Invoice Number (if one isn't provided from the supplier than you must add one, please see your AP rep for invoice numbering example)
- 4 – Invoice Date
- 5 – Pre-Tax Subtotal
- 6 – Itemized Tax Amounts
- 7 – Clear Description of Goods/Services billed for
- 8 – Contract Number or WIP Number (when applicable)

## INFORMATION REQUIRED FOR PROCESSING

### The Accounts Payable staff must ensure these elements have been submitted with the invoice:

- 9 – Items 1-8 above
- 10 – QR certification with all appropriate dates:
- 11 – Invoice Date
- 12 – Date Invoice Received
- 13 – Date Goods & Services Received (optional)
- 14 – QR name is legible
- 15 – EA name is identified and legible
- 16 – If batch notification/approval is used: Ensure the EA has provided authorization on the supporting documentation directly
- 17 – Coding is present (and coding lines are clearly broken down if applicable)
- 18 – STOB is appropriate
- 19 – Supporting Documentation
- 20 – Appropriate and complete description supporting the payment is identified
- 21 – **I-Procurement** receipt number is provided (for contract payments only)

This example is to help identify what the information can look like. Submissions will often be presented differently.



**2 B.C. Moving and Storage Ltd**

#70 - 4223 Commerce Circle  
Victoria, B.C. V8Z 6N6  
Canada  
Tel: (250) 727-2010  
Fax: (250) 727-2019

**INVOICE**

**3** Invoice No.: 86539  
**4** Date: 09/22/2014  
Ship Date:  
Page: 1  
Re: Order No.

Sold to:

**1** Corporate Services for the Natural Resource Sector  
CSNR Facilities  
PO Box 9534 Stn Prov Govt  
Victoria, BC V8W 9C3

Ship to:

Corporate Services for the Natural Resource Sector  
CSNR Facilities  
PO Box 9534 Stn Prov Govt  
Victoria, BC V8W 9C3

Business No.: 896523750RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
Sept 8	hr	1	Kayla 5-1810 Blanshard to 3-2957 Jutland	G	42.00	42.00
	ctns	10	Deliver boxes & tape - one man	G	1.75	17.50
	roll	1	boxes <b>5</b>	G	1.25	1.25
Sept 19	hr	1	tape	G	74.00	74.00
			Moving services	G		
			G - GST 5% <b>6</b>			6.74
<b>Total Amount</b>						141.49

PAYEE NAME <u>B.C. MOVING AND STORAGE LTD</u> * SUPPLIER # _____ * SITE _____										
CONTRACT/PO # <b>8</b>	INVOICE DATE <b>11</b> 22-SEP-2014 INVOICE # 86539 <small>DD-MMM-YYYY</small>									
DATE INVOICE RECEIVED <b>12</b> 09/19/2014	DATE GOODS/ SERVICES REC'D <b>13</b> 09/19/2014 RECEIPT # <b>21</b> <small>DD-MMM-YYYY</small>									
NAME &/OR ADDRESS OVERRIDE: B.C. Moving and Storage Ltd #70 - 4223 Commerce Circle Victoria, B.C. V8Z 6N6	DESCRIPTION FOR CHEQUE STUB: <b>7, 20</b> Deliver moving boxes and provide moving services									
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ GL DATE (if applicable) _____ PAY ALONE? YES <input type="checkbox"/> <small>DD-MMM-YYYY</small>										
OFA STOB & ASSET # (if applicable): _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST &amp; GST, GST, PST, GST None/Other</small>	CL	RESP	SERVICE LINE	<b>18</b> STOB	PROJECT	NAME & SUPPLIER # IF STOB 57
141.19	134.75		6.74	GST	120	0796B	04600	6502	070000	

<p>* EXPENSE AUTHORITY (EA) INFORMATION: * <b>15</b> BRENT WEBERG EA PRINTED NAME</p> <p>* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.</p>	<p>* QUALIFIED RECEIVER (QR) CERTIFICATION: * <b>10, 14</b> SHEILA KOWALEWSKY QR PRINTED NAME</p> <p>The goods provided or services delivered have been inspected or reviewed, and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <p>* <i>Sheila Kowalewsky</i> QR SIGNATURE</p>
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