

Invoice Approval Checklist

Date: [Insert Date]

Invoice Number: [Insert Invoice Number]

Vendor Name: [Insert Vendor Name]

Checklist Items

- Invoice received
- Invoice matches purchase order
- All line items are approved
- Total amount is correct
- Payment terms are acceptable
- Proper documentation attached
- Approval signatures obtained

Approvals

Prepared by: _____

Approved by: _____

Comments: [Insert Comments]