## Catholic Diocese of Portsmouth

## Finance Team

# Information Sheet

### Submitting an Invoice for Payment (No: 0008)

Introduction

This information sheet provides the steps necessary to Submitting an Invoice for Payment in accordance with diocesan processes. If you need further information, you can contact Keith Harvey on 0234 216465 or at kharvey@portsmouthdiocese.org.uk

Important Note

1. **Receipt of Invoice from supplier**
2. All invoices must be submitted to finance by the supplier (purchaseledger@portsmouthdiocese.org.uk).
3. If supplier sends the invoice to staff or clergy, then forward it to finance immediately for logging and processing before approval.
4. Once finance have logged an invoice they will send it to the relevant staff or clergy for approval.

Process

1. **Approving payment of an invoice.**
2. Authority for a payment of an invoice is evidenced by emailing the finance department confirming approval.
3. Table showing approval structure



1. When approving the invoice, the approver must provide the budget code that they would like the cost to be applied to.
2. To reduce the risk of fraud only valid invoices or signed contracts will be processed for payment. Proforma invoices will not be paid and simple emails requesting payment will not be paid. 'Please refer to the Information Sheet **"PD tax processing notes What is an Invoice"** to determine the validity of the invoice