
PURCHASE ORDER and INVOICE ADJUSTMENTS

PART 9 PURCHASE ORDER and INVOICE ADJUSTMENTS

9.1 Definition

Adjustments to Purchase Orders to match Invoices in the PeopleSoft Accounts Payable Module.

9.2 Procedures

Set out below are the procedures outlining the responsibilities and limits of Accounts Payable staff relating to the adjustment of Purchase Orders and matching of Invoices.

9.2.1 Procedure for Adjustment of Purchase Orders to Match Invoice

- (a) Accounts Payable staff can adjust Purchase Orders to match Invoices as follows:

- | | |
|-----------------------------|-------|
| • Invoices up to \$500 | \$25 |
| • Invoices \$500 to \$5,000 | \$50 |
| • Invoices > \$5,000 | \$100 |

For adjustments over \$25.00 changes will be made on completion of the following procedure:

1. Email the Faculty/Department for approval.
2. Attach a copy of their approval and Purchase Order to the Invoice.
3. Obtain approval from Financial Services Financial Delegate.

- (b) Accounts Payable staff can effect adjustments to :

- GST line variances on Purchase Orders
- Freight component on Purchase Orders

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