5.12 Centralize Invoice Delivery

Centralize invoice delivery to the servicing AP office or a centralized e-mail account for the servicing AP office or bureau to maximize efficiency. After documenting receipt of proper invoice, the invoice is sent to other Accounts Payable offices or program offices for approval and processing.

Examples

Example: (Not applicable)

Sources

1. Source: AP BPR Recommendation 4.6.4 Scanning, Imaging and Conversion
   Publication Date: August 28, 2007

2. Source: AP BPR Phase II Recommendation 2.14.1.1 Centralized Invoice Delivery
   Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
   Publication Date: April 30, 2008

   Document ID: AP BPR Implementation Status as of 09-13-10.xls
   Publication Date: September 13, 2010