## **Purchasing Office/Authorizing Payment:**

Once the goods/services are received in full, invoices are to be signed and dated by the end user departments with an "Okay to Pay" and promptly sent to the Purchasing Office. From there, the invoice is processed against the purchase order. Any problems with the goods or services should be reported to the Purchasing Office immediately. Invoices are entered into MVS for payment by the Purchasing Office for the total amount. A copy of the invoice will be given to the Foundation Office when a foundation account is being used. The Foundation Office will make the appropriate entry in MVS (once receiving the bank change form) in order to have a Foundation check come up for payment. In the case