Chapter 6 – Declining

Declining invoices and check requests is necessary for removing Invoices or Check Requests that meet the follow criteria:

Duplicate Invoice
Invalid charge
Price difference
Already Paid
Paid by P Card
Statement
Return to Vendor
Receipt Variance

*Invoices should not be declined if they were sent to a department in error. Please either route to the approver in the correct department, if known or back to Disbursements.*
Please enter any relevant notes in the comments section before declining and select the reason for declining the invoice.