

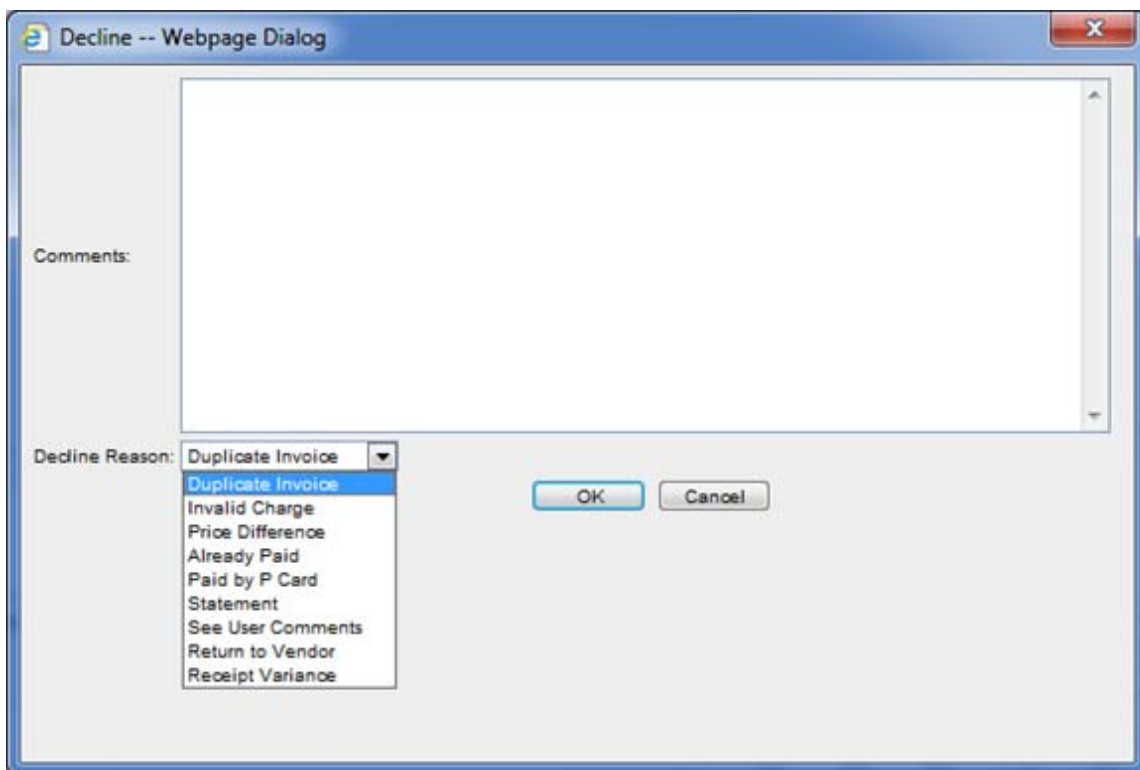
## Chapter 6 – Declining



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.