

Sample Invoice Process Flow

- Step 1:**
Agency ordering staff create order document and send to supplier; copy sent to Accounting
- Step 2:**
Supplier delivers product ordered within time frame
- Step 3:**
Agency receives product and documents receipt; copy sent to Accounting
- Step 4:**
Supplier sends invoice to agency ordering staff
- Step 5:**
Agency ordering staff approve invoice and send to Accounting
- Step 6:**
Accounting staff schedule invoice for payment
- Step 7:**
Accounting staff send claim schedule to State Controller's Office
- Step 8:**
State Controller's Office creates warrant and sends to supplier