




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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| Policy # 2024 | Invoice Discrepancies | Financial |
| Origination Date: May 1997 | | |
| Revision Date: March 2004; June 2011, November 30, 2018 | | |
| Reviewed Date: March 2005; March 15, 2006; June 22, 2007; Nov 19 2009; July 2, 2012; July 21, 2013; October 7, 2014, October 17, 2016 | | |
| Approved: <i>Foster Norman 12/3/18</i> _____ Foster Norman, Executive Director | | |

POLICY:

It is the policy of the Board that when the agency receives invoices from suppliers that show discrepancies from the Purchase Order with regard to quantity, price, description, or any other relevant aspect, the invoices are reviewed to ensure that the agency gets full value in a fair manner.

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| Procedure # 2024 | Invoice Discrepancies | Financial |
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| Related Policies: | | |
| Approved:  12/5/18 | | |
| Foster Norman, Executive Director | | |

PROCEDURE:

The Accounting Department performs the following procedures:

1. Investigates any discrepancy appearing on an invoice or purchase order.
2. Reviews Purchase Order to determine accuracy of information.
3. Contacts the vendor for correction of the invoice, if the invoice is in error.
4. Takes whatever action is necessary to see that the Purchase Order terms and conditions are adhered to if they are correct.