INVOICE APPROVAL PROCESS FOR WSU CONTRACTS:

1) **Contract Manager** reviews Contractor’s billing for accuracy and accepts the quality of deliverables and/or effort.
2) **Expenditure authority** codes and approves invoices, insuring that payment of invoice will not take the Contractor’s total compensation above the Contract’s not-to-exceed compensation amount. After this approval invoice goes to Accounts Payable.
3) **Accounts Payable** reviews invoices and pays Contractor.

Need a change?
Changes are formalized by contract amendment. Verbal changes to the contract are non-binding and prohibited.

When is a contract amendment needed?
When changes are needed to the:
- scope of work,
- deliverables,
- period of performance or
- compensation
- any other term or condition of the Contract.

Questions or concerns about the Contract?
Contract terms: Purchasing 335-3541
Contractor performance problems: Purchasing 335-3541
Invoices: Accounts Payable: 335-2033