



Invoice Certifications

Lawrence Berkeley
National Laboratory Financial Policies and Procedures Part I - Chapter 4.13

Title:	Invoice Certifications
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Summary

The purpose of this policy is to define the requirements and procedures for certifying vendor invoices received at Lawrence Berkeley National Laboratory (LBNL).

Policy

When a purchase order is issued at LBNL, a **certifier** may be required to certify that the goods and/or services were satisfactorily received.

The certification must be performed in a timely manner in order to ensure that the vendor is paid within the payment terms of the purchase order/subcontract. Failure to provide timely certification may result in a late payment, which could affect the Laboratory's ability to comply with the purchase order/subcontract and/or DOE requirements.

Procedure

When a purchase requisition is entered into FMS, the requestor enters the name of the employee identified to certify invoices. It is then submitted to an LBNL Buyer. At that time, a purchase order/subcontract is prepared and the order is processed.

When the vendor invoice is received at LBNL, Disbursements enters the invoice data into the Laboratory's Financial Management System. If certification is required, a system-generated email is sent to the designated certifier for approval. (If required, the certifier may request a copy of the invoice from Disbursements.)

If, for any reason, the certifier **declines to certify** any portion of the invoice, the reason for the declination must be indicated in the electronic response, which serves as documentation and/or justification for denial.

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Certifiers verify that services have been performed or materials have been received. Certification is required for the following types of purchase orders:

- Services in excess of \$5,000.
- Goods (if a certifier is designated on the requisition). For example, an item may require inspection.

Purchase Orders/Subcontracts over \$1M

For purchase order/subcontracts **over \$1M**, any invoice **over \$100K** requiring certification must also receive **approval** from an employee authorized in the [LBNL Signature Authorization System \(SAS\) Database](#) for the amount of the invoice.

Buyer certification is also required on these types of purchase order/subcontracts. The buyer is copied in the electronic certification. The purpose of the buyer certification is to assure that the invoice conforms to the terms and conditions of the purchase order/subcontract.

Travel Costs

If travel costs are included in the invoice, it is the responsibility of the **certifier** to have the costs reviewed and certified by the Travel Department **prior** to the certification. Any portion of travel costs that are not certified are to be deducted from the total invoice amount.

The certifier requests a copy of the invoice from Disbursements. To obtain approval from the Travel department, the certifier forwards a copy of the claimed travel expenses as detailed in the invoice to the Travel department.

Roles and Responsibilities

- **Certifier** - Verifies that services have been performed and/or goods have been received, in accordance with LBNL policy. The role of the certifier is to validate receipt of goods or services, not to authorize the commitment of funds.
- **Disbursements** - Enters invoice data into the Laboratory's Financial Management System when the invoice is received. If certification is required on an invoice, Disbursements places the invoice on "payment hold" until the certification is received.
- **Procurement** - Determines if a certification is required on a purchase order. When Required, Procurement also certifies that the invoice conforms to the terms and conditions of the purchase order/ subcontract. Enters the name of the certifier on the purchase order.
- **Requestor** – The individual that initiates the purchase requisition. The requestor enters the name of the certifier on the purchase requisition.

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The following table identifies the validations required for the various types of invoices:

Invoice Amount	Certifier	Approver in SAS	Buyer Certification	Travel Validation
Any (no Travel costs)	X	n/a	n/a	n/a
> \$100K with PO/subcontract > \$1M No Travel costs	X	X	X	n/a
Any (with Travel costs)	X	n/a	n/a	X
> \$100K with PO/subcontract > \$1M With Travel costs	X	X	X	X

X = Required
n/a = Not applicable

Authority

- [LBNL Procurement Standard Practices Manual](#), SP 32.1, Payments
- [LBNL Procurement Standard Practices Manual](#), SP 31.3, Unallowable Costs
- [LBNL Signature Authority Policy](#)
- Disbursements Manager
- Travel Manager
- Procurement and Property Manager

Glossary

- **Certifier:** An LBNL employee designated to review and certify invoices, validating receipt of goods or services prior to being paid. The certifier does not authorize the commitment of funds.
- **Requestor:** The person who enters the name of the certifier on the purchase requisition.

Related documents

[Sample Certification Notice](#), emailed to certifier