

A checklist to help review your invoice, expense and purchasing card controls

For finance and operational teams reviewing how well their current approval processes work in practice.

Approval processes tend to grow piece by piece, one step added after a particular issue, another once a new system comes in. Over time it can become difficult to tell how complete they still are, or whether every check that was originally designed in still happens in practice.

This checklist brings together some of the questions worth asking when reviewing invoice, expense and purchasing card approvals. It will not tell you whether anything has gone wrong. It may help you see where your current controls feel strong and where a closer look could be worthwhile.

| Checklist:

Invoice approval

- ☐ Would you be confident this supplier exists beyond the paperwork in front of you?
- ☐ Can you confirm the goods or services appear to have been delivered as described?
- ☐ Do the prices, VAT and delivery charges look like the amounts you would expect?
- ☐ Does the quantity invoiced appear to match what was ordered and received?
- ☐ Has the invoice arithmetic, including the VAT calculation, been checked?

Travel and expense claims

- ☐ Is the business purpose of the expense reasonably clear?
- ☐ Is a receipt attached for each item the policy would require?
- ☐ Does the amount claimed look broadly reasonable for the location and context?
- ☐ Where meals are claimed, are food, alcohol and entertainment shown separately?
- ☐ Could this be a duplicate of a claim already made or billed direct?
- ☐ Is any hospitality or gift spend recorded in a way consistent with your Bribery Act 2010 policy?

Purchasing cards

- ☐ Is the business purpose of the charge reasonably clear?
- ☐ Is a receipt or other required support attached?
- ☐ Does the receipt show the supplier's name and contact details?
- ☐ Could any costs have been split to stay under an approval threshold?
- ☐ Would this type of purchase normally go through a purchase order instead?