



5.12 Centralize Invoice Delivery

Centralize invoice delivery to the servicing AP office or a centralized e-mail account for the servicing AP office or bureau to maximize efficiency. After documenting receipt of proper invoice, the invoice is sent to other Accounts Payable offices or program offices for approval and processing.

Examples

Example: (Not applicable)

Sources

1. Source: AP BPR Recommendation 4.6.4 Scanning, Imaging and Conversion

Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)

Publication Date: August 28, 2007

2. Source: AP BPR Phase II Recommendation 2.14.1.1 Centralized Invoice Delivery

Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)

Publication Date: April 30, 2008

3. Source: 37. AP BPR 4.14.2.1 Centralize Invoice Delivery

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