

**Standard Operating Procedure  
For  
Processing invoices via Purchase Order**

- 1) Original invoice is processed with original Receiving Report (RR)/Purchase Order (PO). Invoice must have the following:
  - Purchase order number
  - Department name
  - Invoice number
  - Invoice date
  - Description of items
  - Amount (which should match the PO)
- 2) Only authorized personnel must sign the last page of the Receiving Report
- 3) Make one copy of both the Receiving Report and invoice
- 4) Scan a copy to be emailed to GSA and titled as a set Purchase order number as follows:  
**Purchase Order\_Requisition No\_Receiving Report and Invoice\_1 or 2 or 3 (a unique number in the case of multiple submissions of Receiving Report with invoice, i.e.: BPA or draw down – is this your first submission? Or second submission? To the following email address:**  
[gsaprocurement@gsadoa.guam.gov](mailto:gsaprocurement@gsadoa.guam.gov)
- 5) Original to be delivered to DOA Accounting with our dep't copy for acknowledgement
- 6) Enter invoice in the AS400/Accounting menu