



## Invoice Certifications

Lawrence Berkeley  
National Laboratory

Financial Policies and Procedures

Part I

---

Originally issued:	April 28, 2006
Effective date:	June 10, 2009
Revision number:	1
Scheduled review date:	June 10, 2011 (every two years)
Primary contact:	Manager, Accounts Payable

---

### 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. Uncertified items will be accrued at month-end.

### Procedures

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, Accounts Payable 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 and a copy of the invoice is attached to the online invoice certification screen.

If, for any reason, a portion of the invoice should not be certified, please notify Accounts Payable and the Procurement buyer informing them of the issue and how it is being resolved.

## Financial Policies and Procedures

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 those costs reviewed and certified by the Travel Department **prior** to the Division certification.

### ***American Recovery Reinvestment Act (ARRA)***

The certifier will verify the ARRA statistic codes and amounts on the online certification page and revise them as necessary. The Division will prepare a journal entry for any adjustments required after the invoice cost has been posted to the cost browser and ledger.

## **Roles and Responsibilities**

- **Accounts Payable** - Enters invoice data into the Laboratory's Financial Management System when the invoice is received.
- **Certifier** - Verifies that services have been performed and/or goods have been received. Certifies the invoice in a timely manner using the online certification system.

Note: The role of the certifier is to validate receipt of goods or services, not to authorize the commitment of funds.

- **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.

## Financial Policies and Procedures

- **Requestor** – The individual that initiates the purchase requisition. The requestor enters the name of the certifier on the purchase requisition.

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](#)

### Contacts

- Accounts Payable 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

- [Certification Instructions](#)