ORED APPROVAL STAMP



ORED ALLOWABILITY STAMP

**ORED Invoice Approval Process Using Accounts Payable E-Stamps**

**Effective Date: 09/14/21**

All Office of Research and Economic Development Allowability and Invoice approvals will be routed via FND-Grants@csulb.edu per the below applicable process:

**PROCESS #1-NEW INVOICES RECEIVED DIRECTLY FROM VENDORS**

1. Instruct all Vendors to send new invoices electronically directly to AP via FND-Invoices@csulb.edu
	1. **Subject Line of Email** – Vendor Name – Invoice# - PO#
2. AP will apply the direct pay stamp and route to the PI for approval then forward to the GCA for allowability
3. GCA will apply signature directly to stamp and return to AP, copying FND-Grants@csulb.edu

**PROCESS #2-INVOICES RECEIVED FROM AP**

1. Project Support Services will route to GCA for approval
2. GCA will apply signature directly to stamp and return to FND-Grants@csulb.edu
3. Project Support Services will forward to AP

**PROCESS #3-INVOICES RECEIVED FROM PI WITHOUT PAYMENT STAMP**

1. PI forwards approved invoice to FND-Grants@csulb.edu
	1. If approval is in email, Project Support Services will attach and combine the invoice and approval into one PDF file
2. Follow steps 1-3 in Process #2

**PROCESS #4-INVOICES RECEIVED BY REQUESTER/DEPARTMENT**

1. Requester applies the ORED Approval Stamp and provides PO#/REF and chartfields (as applicable).
2. Requester forwards invoice to Approver who reviews and confirms the information and applies e-signature approval on the department approval line of the stamp
3. Approver returns signed invoice to the requester
4. Requester forward email to FND-Grants@csulb.edu
5. Follow steps 1-3 in Process #2

**PROCESS #5-OTHER USES FOR THE ORED ALLOWABILITY STAMP**

1. The ORED Allowability Stamp is a great tool for GCAs to approve and apply allowability as well as update chartfield information on the following:
	1. Direct payment requests
	2. Travel Claim requests