



Invoices/Reimbursements Procedures for Bill.com

- Obtain a written receipt or invoice from the vendor or employee requesting reimbursement.
- Complete your existing site-based purchase order, purchase requisition or reimbursement form.
- Obtain the appropriate signature approvals from site-based leadership on the purchase order, purchase requisition or reimbursement form.
- Go to your [Invoices/Accounts Payable Tracker](#) located [here](#).
- Input the requested information into the tracker and upload the required documents. Please note the following when completing the tracker:
 - Invoice #: If there isn't an invoice #, input "N/A"
 - Invoice Date: if there isn't an invoice date, input the current date.
 - Invoice Due Date: if there isn't an invoice due date, input the current date.
 - Required documents: a signed purchase order, purchase requisition or reimbursement form must be uploaded **along with** the invoice or receipt.
- Once all required info has been input and all documents have been uploaded, click submit.

Note 1: Our goal is to process all invoices/receipts within 2 business days of them being input into the tracker. If there is anything that is a priority, please send us an email and we will do everything within our power to get it processed immediately if funds are available in the bank and the vendor/employee is completely set up in Bill.com.

Note 2: For any new vendors, we require a W-9 be uploaded along with the other required documents.