



State of Rhode Island
DEPARTMENT OF ADMINISTRATION
Enterprise Policy

OAC-OSP RECEIPT PROCESSING

Office of Accounts & Control

**IMPLEMENTATION OF INVOICE THRESHOLD
FOR RECEIPT PROCESSING IN OCEAN STATE
PROCURES (OSP) - POLICY A-75**

Effective 10/01/2020

Division Contact:

Louise Sawtelle

401-222-2704

Louise.Sawtelle@doa.ri.gov

1. Purpose

The purpose of this OSP Receipt Processing Policy (“Policy”) is to provide guidance to Rhode Island state employees utilizing the Ocean State Procures system (“OSP”) to determine how and when to use receipts when processing invoices for payment.

2. Applicability

This policy applies to all Executive Branch agencies utilizing the Centralized Accounts Payable Department within the Office of Accounts and Control for processing of invoices against Purchase Orders (“PO”).

3. Definitions

“2-way Match” refers to the matching of an invoice to a purchase order.

“3-way Match” refers to the matching of an invoice to a purchase order and a receipt.

“Invoice” refers to a request for payment against an open/active Purchase Order.

“Receipt” refers to a transaction in OSP processed to reflect the proper receipt of goods or services as ordered through the Purchase Order request process.

“Threshold” refers to the minimum dollar amount for which a 3-way match is required.

4. Procedures for Compliance

Agencies which utilize the Centralized Accounts Payable Department for processing invoices against OSP-generated PO's are responsible to ensure that all goods and services have been received and are in good order prior to the payment of the invoice.

The threshold is currently set at \$500. For invoices equal to or greater than the \$500 threshold, OSP receipt transactions will be required to be entered by an agency requestor stating the goods/services have been received. These receipts will be used to complete the 3-way match process before the invoice can be electronically forwarded to the agency approver(s) for final review. If no receipt is completed, the invoice will not be available for approval and will not be able to be processed for payment.

For invoices less than the threshold, no receipt will be required. *The invoice approver(s) will be solely responsible to ensure that all goods and services have been received and are in good order prior to approving the documents.* Once approved, the invoices will be processed for payment.

5. Repercussions for Noncompliance

An invoice approver who does not take proper steps to ensure that goods and/or services are received and in good order prior to approving an invoice below the threshold may be subject to disciplinary action up to and including termination.

6. Signatures



10/6/2020

State Controller

Date



10/6/2020

Director of Administration

Date

