



State of Rhode Island
DEPARTMENT OF ADMINISTRATION
Enterprise Policy

OAC-OSP TWO-WAY MATCH INVOICE PROCESS

Office of Accounts & Control

**IMPLEMENTATION OF TWO-WAY MATCH
INVOICE PROCESSING IN OCEAN STATE
PROCURES (OSP) - POLICY A-76**

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Effective 10/01/2020

1. Purpose

The purpose of this OSP Two-Way Match Invoice Process Policy (“Policy”) is to provide guidance to Rhode Island state employees utilizing the Ocean State Procures system (“OSP”) regarding the use of two-way matching for processing certain 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”). A list of the vendors assigned as “two-way match” will be kept updated by the Office of Accounts & Control (“Office”) and will be available online at <http://controller.admin.ri.gov/Communications/VendorInformation.php> (“website”).

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.

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.

For vendors assigned as "two-way match" per the list designated by the Office and available on the website, no receipt transaction will be required for any invoice processed by the Office on behalf of the agency. *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 processed for a two-way match vendor may be subject to disciplinary action up to and including termination.

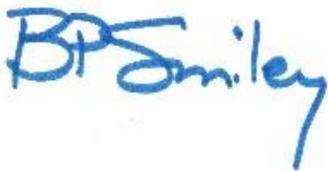
6. Signatures



10/6/2020

State Controller

Date



10/6/2020

Director of Administration

Date

