



Procure-To-Pay (P2P) Process Checklist

Purchase Requisition & Approval

Steps to ensure all purchase requests are formally documented, categorized, and approved by the relevant department heads and budget owners.

Requisitioner Name

Description of Goods or Services Requested

Estimated Total Cost

Department

- ☐ Marketing
- ☐ Operations
- ☐ Sales
- ☐ IT
- ☐ HR
- ☐ Finance

Required Delivery Date

Enter date...

Supporting Quote or Specification Document

 Upload File

Department Manager Approval

Vendor Selection & Onboarding

Procedures for evaluating potential suppliers, verifying tax documentation (W-9/VAT), and setting up new vendors in the master data system.

Vendor Name

Write something...

Vendor Contact Person

Write something...

Vendor Category

- ☐ Supplies
- ☐ Services
- ☐ Software/SaaS
- ☐ Logistics
- ☐ Consulting

Onboarding Completion Date

Enter date...

Tax Identification Document (W-9/VAT)

 Upload File

Banking Information Verification

 Upload File

Required Compliance Checks Performed

- ☐ Sanction List Screening
- ☐ Credit Reference Check
- ☐ Insurance Certificate Verified
- ☐ Conflict of Interest Disclosure

Procurement Officer Approval

Purchase Order (PO) Creation

The process of generating formal POs, ensuring accurate line items, pricing, delivery dates, and matching them to approved requisitions.

PO Number

Purchase Order Date

Department

- ☐ Marketing
- ☐ Operations
- ☐ IT
- ☐ Sales
- ☐ HR

Total Estimated Amount

Line Item Categories

- ☐ Hardware
- ☐ Software/SaaS
- ☐ Office Supplies
- ☐ Professional Services
- ☐ Maintenance

Approved Requisition Document

 Upload File

Authorized Approver Signature

Goods & Services Receipt

Verification steps for inspecting incoming shipments, confirming quantities against the PO, and documenting any discrepancies or damages.

Date of Receipt

Enter date...

Delivery Note/Packing Slip Number

Write something...

Quantity Received

Enter a number...

Condition of Goods

- ☐ Intact/Good Condition
- ☐ Damaged
- ☐ Partial Delivery

Discrepancy Notes

Write something...

Upload Photo of Damaged Items or Receipt

 Upload File

Receiver Signature

Invoice Receipt & Data Entry

Guidelines for capturing incoming invoices, verifying invoice details, and accurately inputting data into the accounting system.

Invoice Date Received

Enter date...

Vendor Name

Write something...

Invoice Total Amount

Enter a number...

Invoice Type

- ☐ Standard Invoice
- ☐ Credit Note
- ☐ Debit Note

Upload Digital Invoice Copy

 Upload File

Discrepancy Notes

Write something...

Data Entry Clerk Verification

Three-Way Matching

The critical control step of reconciling the Purchase Order, the Goods Receipt Note (GRN), and the Vendor Invoice to ensure consistency.

Match Status

- ☐ Fully Matched
- ☐ Discrepancy Found
- ☐ Pending Verification

Upload Purchase Order (PO)

 Upload File

Upload Receiving Report/GRN

 Upload File

Upload Vendor Invoice

 Upload File

Discrepancy Amount

Enter a number...

Discrepancy Details & Resolution Plan

Write something...

Verification Date

Enter date...

Auditor/Reviewer Signature

Invoice Approval & Authorization

The workflow for routing validated invoices to the appropriate cost center managers for final payment authorization.

Approver Name

Write something...

Approval Level

- ☐ Department Manager
- ☐ Finance Controller
- ☐ CFO/Director

Approval Date

Enter date...

Total Approved Amount

Enter a number...

Verification Checkpoints Completed

- ☐ Budget Availability Confirmed
- ☐ Budget Code/GL Account Verified
- ☐ Tax Compliance Checked

Signed Approval Document

 Upload File

Final Authorization Signature

Payment Processing

Steps for scheduling payments (ACH, Wire, or Check), managing payment terms, and ensuring funds are released within the agreed credit period.

Payment Method

- ☐ ACH Transfer
- ☐ Wire Transfer
- ☐ Credit Card
- ☐ Check

Payment Amount

Scheduled Payment Date

Payment Confirmation Receipt

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Transaction Reference Number

Authorized Approver Signature

Payment Reconciliation & Record Keeping

Finalizing the transaction by updating the general ledger, archiving all supporting documentation, and reconciling the payment against bank statements.

Date of Payment Execution

Total Payment Amount

Transaction/Reference Number

Payment Method

- ☐ ACH/Direct Deposit
- ☐
- ☐ Credit Card
- ☐ Check

Proof of Payment/Bank Confirmation

 Upload File

Reconciliation Checklist Completed

- ☐ GL Entry Posted
- ☐ Bank Statement Matched
- ☐ Supporting Docs Archived

Accountant Authorization