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| CPFM Department: Business & Finance | SOP Number: CPFM-BF-2 Effective Date: 5/5/2025 |
| Title: Construction Project Invoice Approval Process | Revision Date: 5 years End Date: Indefinite |
| Signature: | Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM) |

POLICY: Construction Project Invoice Approval Process

PURPOSE: To provide the procedures for approving a construction project invoice.

PROCEDURE: Vendors shall email their invoice to busfin@case.edu. Upon receipt of the email, Business & Finance (B&F) confirms receipt with the vendor, logs the invoice onto the invoice tracker, reviews for funds available on the PO, checks the invoice for accuracy, and ensures that appropriate lien waivers or receipts have been attached. If no revisions or additional documents are needed from the vendor, the invoice is forwarded to the respective Construction Manager, Design Manager, or Facilities Coordinator **within one business day**.

Note: Special attention must be given to Net10 or Immediate Pay vendors to expedite these invoices (see definitions below under "Terms").

Facilities Services Coordinators will receive the invoice via email for approval.

Design/Construction Managers will have the invoice uploaded to their Google folder for approval.

Review and verification for lump sum contracts is based on a visual inspection of work in place (WIP) compared to the reported work completed during the billing cycle and the reported percentage of total work completed. Review and verification for guaranteed maximum price contracts require the review of the detailed cost breakdown, related backup documentation, and subcontractor pay applications to ensure only actual work completed during the billing cycle is included. The reviewer also conducts a visual inspection of WIP and compares that to reported work completed during the billing cycle and the reported percent of total work completed. The expectation is that the Construction Manager, Design Manager, or Facilities Coordinator approve/disapprove the invoice **within 5 business days**.

Note: Special notification is given to reviewers if invoices are from Net10 or Immediate Pay vendors.

The approved invoice is then saved in the project folder and emailed back to B&F. **Within one business day**, B&F emails the approved invoice to construction-onbase@case.edu so it can be automatically uploaded into OnBase. It can take up to one business day for the approved invoice to appear in OnBase once it is uploaded. Once the invoice populates in OnBase, it is manually indexed in the OnBase system by B&F. This indexing process confirms that all information has been populated correctly into the OnBase system during the automated upload.

Note: Net 10 & Immediate Pay invoices do not go through this process and are vouchered immediately.

Once the invoice is indexed, it can take up to one business day for it to appear in the OnBase approval workflow. Once the invoice populates in the approval workflow, B&F then reviews and approves.

Once the invoice is approved by B&F, it is routed in OnBase to Accounts Payable (AP). AP then approves the invoice in OnBase and then moves it over to PeopleSoft for processing to a payment voucher. Per the University's vendor payment terms, payment checks are sent to vendors on the final day of the payment term period. The payment term period is based on the date of the invoice. **Immediate Pay and Net 10 invoices are paid within one business day.**

Note: The OnBase system is only partially integrated into the invoice process. As of May 2025, UTech is working to stand up the automatic invoice routing workflow. Once that workflow is established, B&F will receive the invoice from the vendors by email and immediately upload it into OnBase. Then the approval flow will be automated within OnBase with email notifications generated when the invoice is ready for review by a particular staff member.

Terms: The University's standard payment term is Net 45. Payment checks are sent to vendors on the 45th day after invoiced date. Limited exceptions to these terms, such as NET10 terms, are made for vendors certified as small business entities. Immediate Pay terms usually apply to deposit or down payments for special order or custom equipment, software licenses, and events. Payment terms are negotiated by the Procurement Office on a case-by-case basis. Construction project payment terms are negotiated by the Assistant Vice President for Construction with the support of Procurement and the Office of General Counsel.