

# Deposit Account Paperwork

1. One copy of invoice is required.
2. Stamp with Invoice Verification stamp. Be sure to place stamp in a location where it can be filled out.
3. Record vendor on invoice.
4. Slash vendor name for filing.
5. Redact all vendor banking information from invoice.
6. Record PO# and line number on invoice if not included. ex. PO-24402/1
7. If multiple pages, total page should be on top.
8. Stamp with Vendor Account stamp in upper right hand corner of invoice.
9. Proceed to [Invoice Creation](#).
10. Give to Sharon or Christenna.