Paying Multiple Invoices Guide

* **The continuation sheet must accompany the VPRF**
* **The invoices will need to have the same due date**
	+ Meaning the invoices or goods/services must be received on within the same week (**within a 7 day window**).
	+ **The date used to calculate the 30 days due date should be based on the earliest received invoice or goods/services date out of all the invoices being paid.**
	+ For example: 4 Invoices were received on 1/10/19 but the goods/services were received 1/15/19 for one of the invoices and the other 3 invoices the goods/services were received 1/17/19. All of the invoices or goods/services were received within a week of each other therefore they can all be paid on the same VPRF, however the due date for all of the invoices will be calculated based on the earlier of the two goods/services received dates which is 1/15/19.
* If there is a purchase order, **all invoices must be under one purchase order**. There cannot be multiple purchase orders listed on the VPRF or continuation sheet.
* When filling out the VPRF please put **“Multiple – see continuation sheet attached”** in the **invoice number and Description of the payment fields** (this is very important, otherwise the person keying the VPRF could key the information incorrectly).
* The VPRF should reflect the total of all invoices listed on the continuation sheet.
* The index/account information should be recorded on the VPRF and not the continuation sheet.
* All of the invoices can have the same coding or there can be multiple strings of coding as long as the amounts equal the total amount being paid (please see an example of the VPRF and continuation sheet attached).
* If there is a purchase order the accounting distribution will populate based on what was entered into eVA**. The AP department cannot accommodate accounting distribution changes for multiple invoices with a PO** at this time. If a change order cannot be completed in eVA, please complete a JV.