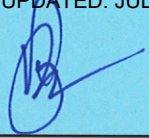


<b>TITLE:</b> <b>SUBMITTING VENDOR INVOICES FOR PAYMENT</b>	<b>POLICY NO:</b> <b>CDLO 206</b>
<b>PURPOSE:</b> To be in compliance with the process of submitting Vendor Invoices to the Department of Administration for Payment.	UPDATED: JULY 2021 

### PROCEDURE

- Date and sign vendor invoice
- Date and sign a copy of the correlating Purchase Order and attach to Vendor Invoice.
- Route/email documents to Department of Administration/([doa.invoice@doa.guam.gov](mailto:doa.invoice@doa.guam.gov)) for payment.