

Steps to Verify Authenticity of Invoice Receipts

To ensure accurate financial records, it is essential to follow proper **steps to verify authenticity of invoice receipts**:

1. **Check invoice details:** Compare all invoice information (such as invoice number, date, items, amounts) against corresponding purchase orders and delivery receipts.
2. **Confirm supplier credentials:** Verify that the invoice is issued by an approved and legitimate supplier. Check contact information and business registration details if necessary.
3. **Examine for tampering:** Look for inconsistencies, alterations, or signs of forgery on the invoice document such as mismatched fonts, erasures, or unauthorized changes.
4. **Validate payment terms:** Ensure that the payment terms match those agreed upon during the procurement process and that there are no unauthorized modifications.
5. **Review authorization approvals:** Confirm that the invoice has the required internal approval signatures or digital authorizations before forwarding for payment processing.