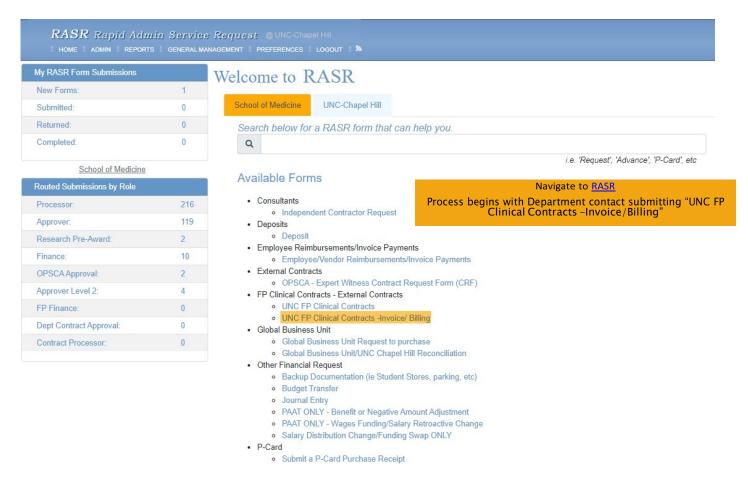
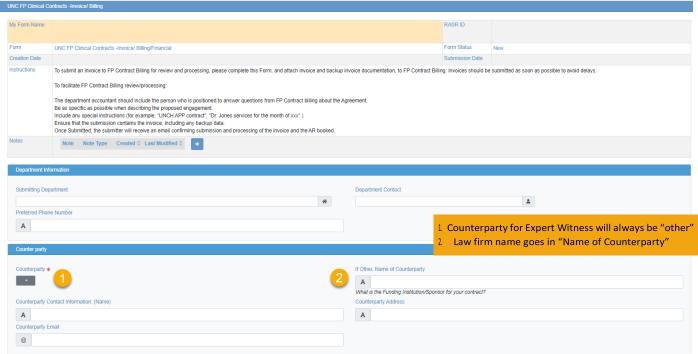


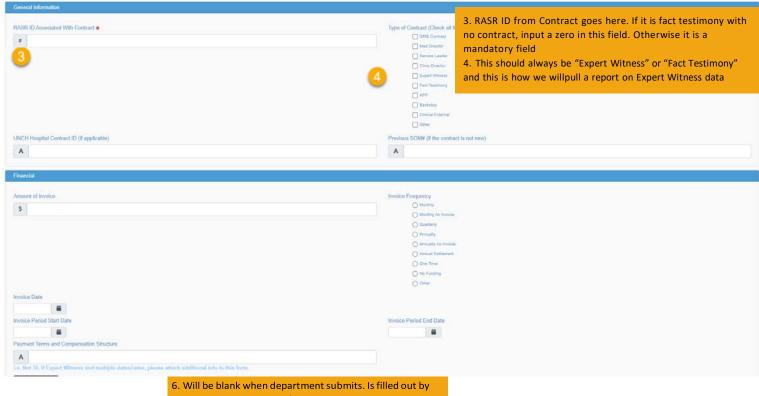
EXPERT WITNESS INVOICE TIP SHEET

Used for Fact Testimony and Expert Witness that is run through FP (not EPAP)









Wendy Yuen when check/EFT is received.

7. Submit/Save

Form will not save or submit without required fields (*). Once you submit, you can still edit and start the approval process again much like Connect Carolina routing. Once submitted, it routes in the below fashion.



Routing:

Submitter -> SOM: Approver -> SOM: Contracts Processor -> SOM: Finance

SOM: Approver is someone in the division/department who is knowledgeable of the contract itself

SOM: Contracts Processor is someone central in the department who usually invoices/reconciles. If payments go directly to the departments, the routing will stop here until payment is received. For expert witness, this person will approve on to the next level.

SOM: Finance is central FP. If payments come central to FP, the routing will stop here until payment is received. For expert witness, this is Wendy and she will approve when the payment is received in full. Until then, we will accrue for 90 days.