Checklist: ten measures against invoice fraud

Go through the ten measures and tick what you already have in place.

- [ ] Only pay invoices that belong to an approved order.
- [ ] Record what has been received and compare the invoice with it.
- [ ] Never change an account number on the basis of an email. Call the supplier on a number you already had.
- [ ] Have every change to bank details approved by a second person.
- [ ] Check a new supplier before you pay the first invoice.
- [ ] Have the payment run released by someone other than the person who prepared it.
- [ ] Agree that urgency is no reason to skip a control, not even when the director asks.
- [ ] Check every invoice for duplicates before it enters the payment run.
- [ ] Spread requesting, approving, supplier management and paying over different people.
- [ ] Record every decision by name, so you can see afterwards what happened.

Explanation per measure: fiatto.app/en/platform/factuurfraude-voorkomen