

New Prompt Payment Procedure

Accounts Payable requires that all invoices submitted for payment after the Prompt Pay Due Date have a “**Statement of Justification**” attached. The form will be sent via e-mail to the contact person listed on the purchase order and the account manager. It must be filled out and sent back to Accounts Payable by 4 pm on the day the request was made. Some justified reasons are:

1. Invoice never received
2. Federal contract or terms prohibit a timely payment and federal funds are used
3. Mailing instructions on PO not followed
4. Goods/Services received prior to Contract execution date
5. Disputed payment

Further details of the procedure can be found at

http://www.fiscal.ttuhs.edu/busserv/ap/collateral/prompt_paymnt_procs.pdf