

TTUHSC ACCOUNTS PAYABLE UPDATE

April 2009

[OP 70.10 Invoice Processing and the Prompt Payment Law](#)

Operating Policy 70.10 has been revised to include specific procedures regarding invoice processing when invoices are being sent directly to the department.

3. Specific Procedures for Invoices sent Directly to Departments from the Vendor

Invoices should be mailed to Accounts Payable, PO Box 5970, Lubbock, TX 79408-5970. Invoices may be mailed directly to the department when it is necessary for efficient processing but the following guidelines are the responsibility of the department.

- a. **Invoices must be date stamped on the date received.** Applying an incorrect receiving date on an invoice, to avoid late payment penalty, is falsifying a State record and is expressly prohibited by law.
- b. The department should make sure that a current fiscal year purchase order number, a statement specifying approval to pay, and the date the product or service was received are provided on the face of the invoice. The employee submitting this information must sign the invoice. The original invoice should be submitted to Accounts Payable. Exceptions require a statement of explanation of why the original was not submitted.
- c. The invoice must be promptly forwarded to Accounts Payable. All invoices received from Departments are processed in the same workflow as invoices received directly from the vendor. **Late interest will be calculated from the date the invoice was received by the department but no later than 10 days from the date of the invoice.** If there is a dispute or other extenuating factor that should be considered to avoid late interest, Attachment A should be attached to the invoice. Attachment A is also available at the AP website.
- d. Payment of late interest is an indication the department is not complying with this policy. A late interest report is available in Cognos and will be routinely sent to the appropriate Dean or Vice President.

Read the entire OP 70.10 [here](#)



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu