

TTUHSC ACCOUNTS PAYABLE UPDATE

May 2009

Reminder...

[Invoices sent Directly to Departments from the Vendor]

Invoices must be date stamped on the date received.



The department should make sure the following information is listed on the invoice before submitting the invoice to Accounts Payable.

- Current FY PO
- Statement specifying approval to pay
- The date the product was received
- Complete signature of person submitting the invoice

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.

Accounts Payable will use the date of the invoice if the date stamp is more than 10 days after the invoice date. Attachment A should be attached to each invoice for any disputes and/or extenuating factor that should be considered to avoid late interest.

Invoices must be promptly forwarded to Accounts Payable.



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