TTUHSC
ACCOUNTS PAYABLE UPDATE

November 09, 2012

INVOICES RECEIVED DIRECTLY FROM THE VENDOR MUST BE SENT TO ACCOUNTS PAYABLE BY CAMPUS MAIL OR EMAIL

The following information must be included for all invoices:

* PO# – if not on the invoice or incorrect PO# is on the invoice.
* Receiving Receipt #xxxxxxxx

Invoices must be reviewed for accuracy before they are submitted to Accounts Payable (AP) for processing.

Invoices received by email should be forwarded to AP. Accounts.Payable@ttuhsc.edu

Invoices received by mail can be sent to AP by either campus mail (MS9077) or by email. It is very important that the invoices are **date stamped** on the day they are received by the institution.

If an original invoice is scanned and sent to AP by email, the original invoice should be marked "**sent to AP on xx/xx/xx**" and not resent to AP.

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