

# TTUHSC ACCOUNTS PAYABLE UPDATE

November 5, 2009



Before contacting Accounts Payable to inquire about payments made on an invoice, verify that the invoice has not already been processed.

The Vendor Payment site is available at:

<https://www.fiscal.ttuhs.edu/vendorpayments/payments/Search.aspx>

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Invoices must be sent to Accounts Payable for payment processing.

Invoices that are attached to requisitions are considered for documentation purposes only, and will **not** be printed and sent to Accounts Payables.

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**Invoices must be reviewed for accuracy before they are submitted to Accounts Payable for processing.**

i.e., If you have a contract price list, make sure the vendor used the correct amount on the invoice. If an invoice is being disputed, include documentation as back up.



Please send all questions or suggestions to  
[Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu)