Updated Invoice Submission Instructions

The instructions for sending invoices to Accounts Payable for payment have been updated.

A few key points to remember:
- Send only one invoice per email
- The supplier invoice should be the first page of the attachment
- Add only back-up necessary to process the invoice
- Make sure the PO number on the invoice is accurate and that only one PO number is listed on the submittal
- Any documents that are not legible or do not have a valid USF Purchase order number will be rejected and require resubmission

Please see the following link for full instructions: https://www.usf.edu/business-finance/controller/documents/scanning-and-indexing-web-doc.pdf

Thank you,

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