

USF Controller's Office

Accounts Payable – Building Leases

Philosophy:

In accordance with effective internal control procedures and established accounting processes, as well as University regulations these guidelines are offered regarding accounts payable procedures.

Procedure:

Follow Purchasing procedures for leasing of off-campus space.

Invoice should be sent from the leasing company to Accounts Payable by email to apinvoices@usf.edu or US Mail. The department responsible for the lease must enter a receipt transaction in Bull Marketplace for the month a week before for payment is due to ensure payment is made on time.

Resources:

For more information, contact the AP Helpdesk at aphelp@usf.edu.