

USF Controller's Office

Accounts Payable – Contractual Services

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:

Payment for services, such as consultants, speakers, performers, etc., requires an invoice clearly stating the payee's name, address, date(s) of service, service(s) performed for the University, and the itemized costs for such services.

If invoice is created by a USF department, a signature is required by the payee approving the invoice.

All contracts must meet the requirements of F.S. 287.058.

Any travel expenses noted on the purchase order or on the invoice must be in accordance with F.S. 112.061.

Resources:

For more information, contact aphelp@usf.edu.