

USF Controller's Office

Accounts Payable – Subscriptions

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:

Subscriptions should be paid by PCard. Subscriptions are allowed to be processed for payment on a Payment Request Form only if they cannot be paid by PCard.

If submitted on a Payment Request Form, attach an approved subscription form for original or renewal orders and submit for approval and payment processing.

For any delivery addresses that are not part of the main or branch campuses explain the relationship to the university. Provide the benefit to the university if a subscription is delivered to a location that is not available for public access or on university property.

Resources:

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