

# **USF Controller's Office**

## **Accounts Payable – Inspection and Receipt**

### **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:**

The inspection and approval of goods and/or services should take no longer than five working days from receipt of the goods and/or services. A receipt transaction in Bull Marketplace must be completed to authorize payment of goods and/or services. If the bid specifications, purchase order, or contract specifies otherwise, the period of time specified in the applicable document is considered the period for the inspection and approval of goods and/or services.

Department representatives are responsible for maintaining all of the documentation regarding the receipt of goods and/or services in departmental files.

### **Resources:**

For more information, contact the AP Helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu).