

USF Controller's Office

Accounts Payable – Invoice Approval

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:

Receipt of Invoice:

The supplier should send invoices directly to Accounts Payable for imaging and processing in Bull Marketplace. Invoices should only be sent to the ordering department if there is a special need. The accountable officer or their representative is responsible for reviewing received orders for accuracy and creating an electronic receipt transaction in Bull Marketplace once those orders are accepted. If the receipt transaction matches the items, quantities, and prices on the invoice entered by Accounts Payable, the invoice will be approved by the system for payment.

Invoices can be sent directly to Accounts Payable by email to apinvoices@usf.edu.

Purchase Order Number

The purchase order number is a number assigned by the system after completion of the necessary procurement steps in Bull Marketplace. Staff may not place orders with vendors without prior issuance of a purchase order number. A valid purchase order number must be notated on the invoice to allow Accounts Payable to process.

Date Goods and/or Services Received

This date represents the actual date the goods and/or services are delivered to a department as specified on the purchase order or contract. NOTE: If a designated place of delivery is not specified, a department is deemed to have received the goods and/or services when any university employee takes physical custody of such goods and/or services.

For monthly services and maintenance agreements, the goods and/or services are generally considered to be received on the last day of the billing cycle (e.g. billing period the month of January, the date services are received would be January 31st; for a quarterly billing period of January through March, the date services are received would be March 31st).

Supporting Documentation

Invoices should include any necessary supporting documentation to substantiate the university obligation being paid. A few examples of supporting documentation include time sheets for temporary service employees, rate schedules for services, household goods inventory list and weight tickets for moving expenses.

Resources:

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