

USF Controller's Office

Accounts Payable – Invoices

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:

An **invoice** is a written original document delivered to a purchaser showing the vendor name and address, quantity, price, terms, nature of delivery, and other particulars of goods sold or services rendered.

Discounts: Every effort should be made to take allowed vendor discounts. Accounts Payable representatives will reduce the invoice to take the discount if the university is eligible for the discount.

Taxes: No state sales taxes or federal excise taxes are paid. Copies of the tax exemption certificates are available on the Purchasing website, if requested by a vendor. Other types of taxes are paid to the vendor. Some of the other types of taxes are: special health care taxes; local taxes; special automotive and fuel taxes; and special environmental and hazardous disposal taxes.

Vendor statements: Vendor statements cannot be paid unless clearly shown to have the same information required of an invoice. No balances for prior purchases will be paid unless supported by invoices. Statements should not be approved nor forwarded to Accounts Payable. However, vendor statements should be used to verify that the invoice(s) referenced on the statement have been received and paid by Accounts Payable. If the statement references an invoice that has not been received, a department representative should contact the vendor and request an invoice.

Resources:

For more information, contact aphelp@usf.edu.