

USF Controller's Office

Accounts Payable – Utility 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:

Utility invoices do not require prior approval from Purchasing or the issuance of a Purchase Order.

Utility invoices are processed for payment using the Payment Request Form. Complete the Payment Request Form, attach the utility invoice as back-up and submit in the Bull Marketplace.

Resources:

For more information, contact aphelp@usf.edu