

INVOICE PAYMENTS QUICK REFERENCE

How to Process Invoice Payments

In general, purchase orders will be required for non-expense card purchases. It is important that suppliers include the correct PO number on invoices for payment to be completed in a timely manner.

THE HOW TO:

Step 1

Send invoices to Accounts Payable at accountspayable@floridapoly.edu. Please ask suppliers to send invoices to Accounts Payable. You can ask to be copied on the emails.

Step 2

Refer to the '**Create Receipt**' job aid if you need instruction on receiving for a PO.

Step 3

If there are any errors on an invoice, inform Accounts Payable of the issue.

Step 4

Invoices are typically paid with Net 30 terms.

Step 5

If an invoice is received for which there is no PO, a requisition for a PO will need to be entered unless Procurement approves payment without a PO. If payment without a PO is allowed, you will need to provide Accounts Payable with Procurement's approval and the correct spend category/categories and worktag(s) for the expense.