Tips On Submitting Invoices

Requisitions and Purchase orders should be created before goods or services are requested.

Once you've created a requisition and Procurement creates a purchase order, send Accounts Payable the following:

> ***Copy of the invoice in PDF format with an authorized signature of approval.**
>
> ***The purchase order number**

Please do not send requisitions to Accounts Payable. Requisitions go the Procurement Department.

Do not send purchase orders to Accounts Payable without the approved invoice.

Do not hold invoices for any period of time (See Prompt Pay Act under Processing Invoices for Payment). A valid reason must be provided for any late invoices, such as disputed invoice, damaged goods, or incomplete services.