

# USF Controller's Office

## Accounts Payable – Contractual Services

### **Philosophy:**

In accordance with effective internal control principles, the USF Controller's Office requires that all invoices for contractual services be approved by the payee's authorized representative.

Payment for services, such as consultants, speakers, performers, etc., requires an invoice clearly stating the payee's name, address, date(s) of service, and amount. The invoice must be approved by the payee approving the invoice.

All contracts must meet the requirements of F.S. 287.058.

Any travel expenses noted on the purchase order or on the invoice must be in accordance with F.S. 112.061.

### **Resources:**

For more information, contact [aphelp@usf.edu](mailto:aphelp@usf.edu).