

---

---

## 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:

### Receipt of Invoice:

The supplier should send invoices directly to Accounts Payable for imaging and processing in Bull Marketplace. Invoices should only be sent to the ordering department if there is a special need. The accountable officer or their representative is responsible for reviewing received orders for accuracy and creating an electronic receipt transaction in Bull Marketplace once those orders are accepted. If the receipt transaction matches the items, quantities, and prices on the invoice entered by Accounts Payable, the invoice will be approved by the system for payment.

Invoices can be sent directly to Accounts Payable by email to [apinvoices@usf.edu](mailto:apinvoices@usf.edu).

### Purchase Order Number

The purchase order number is a number assigned by the system after completion of the necessary procurement steps in Bull Marketplace. Staff may not place orders with vendors without prior issuance of assl8 -1.0.008 Tw 0.008 TTd ( 3)26 (o)6.16.31( )0JTJ 0.00h-6.3 ip 14 6 (o)6.rd2.2 ( )0.91 (k)12.4 (o)6.8.7 (b)u6.3 7ee kveea 3o8 -10