

# 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](mailto:aphelp@usf.edu)