



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Accounts Payable
Issue/Revision Date: 12/01/2017

Invoices as a Result of a Purchase Order

Policy:

State law requires that the University receive an **original invoice** from the vendor, and payment of the invoice must be processed **within 45 days of receipt** (Miss, Code 31-7-305). The invoice should be on the vendor's letterhead and/or include vendor representative's signature. Should the department receive the invoice from the vendor directly, the Purchase Order number (if not provided) should be referenced and forwarded to Accounts Payable. All invoices not paid within 45 days shall result in a 1.5% monthly late fee because the University, in compliance with State Law.

Invoices are date stamped and separated once submitted to Accounts Payable. All invoices are divided between two Accounts Payable payers; once invoices are received by payers, they are audited thoroughly for obvious errors and problems such as original invoices, reference to purchase orders, goods received, departmental approval, etc. When an invoice has met *all the requirements*, it will be processed for payment. Payees are allowed a minimum of two weeks for processing.

In order to minimize the risk of making duplicate payments, **original invoices** are required for all types of payments (Miss. Code 7-7-27). Copies of invoices, faxes and e-mails are not considered original and will not be accepted.

If a Purchase Order has been issued to pay a deposit or an initial payment with subsequent payments to follow, the same Purchase Order cannot be used to pay the additional payments due the vendor **unless** the additional payment requirements are included on the Purchase Order.

When a Purchase Order has been issued that has incremental payment requirements, it is the responsibility of the department to monitor a timely release of payments. It is requested that the department forward any notices prompting a payment release or invoices for an installment payment that is due to Accounts Payable.