

# USF Controller's Office

## Accounts Payable – 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:**

An **invoice** is a written original document delivered to a purchaser showing the vendor name and address, quantity, price, terms, nature of delivery, and other particulars of goods sold or services rendered.

### **Discounts:**