

Vendor Invoice and Payment

The University requires purchase orders for all procurement transactions. Vendors are guaranteed payment for orders and deliveries only with a University Purchase order. Invoices received by the Accounts Payable department with no reference of a purchase order will not be processed.

The standard payment terms are 30 days from the receipt of invoice, but discounts for earlier payment will be considered. Invoices should only be sent to the Accounts Payable department. Any diversion from these procedures will result in delay of payment to vendors.