



# **Handbook of Operating Procedures**

**Section:** 8.6.3  
Originally Approved: 10/05/1990  
Last Amended: 04/17/2007  
Last Reviewed: 04/17/2007  
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## **INVOICES AND BILLS**

### **A. Purpose**

The purpose of this policy is to explain requirements for the payment of invoices and bills at The University of Texas-Pan American.

### **B. Persons Affected**

This policy applies to all departments at the University that receive invoices, bills, statements or collection reminders.

### **C. Policy**

The policy of the University is:

#### 1. Invoice Address

All invoices for goods or services provided to the University must be addressed as follows:

UT Pan American  
Office of the Comptroller  
1201 W. University Dr.  
Edinburg, Texas 78541

#### 2. Invoice Delivered to Department

- a. Any invoice, bill, statement or collection reminder received by a department should be forwarded immediately to the Comptroller for payment. The Office of the Comptroller processes all payments regardless of the source of funds.
- b. The purchase order number or requisition number should be noted on the invoice.

#### 3. Invoice Disputes

If for any reason a department wishes to delay or withhold payment, the problem should be noted on the invoice, bill, or statement and accompanied with a memorandum with a copy forwarded to the purchasing department. In any case, the department should not hold the invoice.

### **D. Definitions**



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## **INVOICES AND BILLS**

Not applicable.

### **E. Responsibilities**

Not applicable.

### **F. Procedures**

Not applicable.

### **G. Review**

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Accounts Payable Supervisor – Senior Reviewer
2. Comptroller
3. Faculty Senate Chair
4. Staff Senate Chair