
2310 PAYMENT OF PURCHASE ORDER INVOICES

Effective: Dec. 1986
Revised: May 2018
Last Reviewed: May 2018
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To ensure the prompt and efficient processing and payment of approved purchase order invoices.

POLICY

1. The [Office of the Comptroller](#) is responsible for ensuring that disbursements of University funds for purchase order invoices are appropriate and properly authorized.
2. The Office of the Comptroller is responsible for maintaining an effective and efficient disbursement system which ensures the complete, accurate and timely payment of all valid purchase order invoices.
3. Invoices processed for payment must represent goods received and/or services rendered in a manner acceptable to the University. Checks or other forms of payment will be prepared only for payment of original supplier invoices which reference an approved purchase order.
4. The University's purchase order instructs suppliers to send invoices directly to [Accounts Payable](#) for payment. Invoices received by a department must be forwarded immediately to Accounts Payable in order to ensure timely payment to the supplier. The department must contact the supplier and have them change the "send to" address to 440 Franklin Bldg, 3451 Walnut Street, Philadelphia, PA. Accounts Payable is now accepting PO invoices via email to a specified email address for approved vendors only. For more information contact dofapsupp@pobox.upenn.edu.
5. Payment of invoices for purchase orders less than \$5,000 will be made in accordance with the University's standard payment terms and conditions. Standard payment terms and conditions may be revised by [Purchasing Services](#) if deemed in the best interest of the University
6. Payment of invoices associated with purchase orders of \$5,000 or more will not be processed until an electronic receipt, confirming that the goods and/or services included on the invoice were received in an acceptable condition, has been entered into the University Purchasing System.