

How to Pay on a Closed Purchase Order (After May 31)

INVOICE RECEIVED THROUGH US MAIL - BY ACCOUNTS PAYABLE

- Accounts Payable will refer to the details of the closed PO.
- If receiving has been posted, AP will process invoice for payment –nothing else needed
- If no receiving has been posted, AP will contact the PO requestor to insure goods have been received and process payment to the FOAPAL on the original purchase order

INVOICE RECEIVED THROUGH US MAIL - BY DEPARTMENT

- Department will indicate the closed PO number
- Department will sign and date the invoice stating “Ok to Pay” confirming that goods were received and forward invoice to Accounts Payable. *
- AP will process the payment to the FOAPAL on the original purchase order.

* Invoices can also be sent via email to ap@usfca.edu for processing.

No Direct Pay request is required