

# USF Controller's Office

## Accounts Payable – Contractual Services

### **Philosophy:**

In accordance with effective internal control principles, the Controller's Office requires that all invoices be approved by the payee's authorized representative before payment is made.

Payment for services, such as consultants, speakers, performers, etc., requires an invoice clearly stating the payee's name, address, date(s) of service, service(s) provided, and the payee approving the invoice.

All contracts must meet the requirements of F.S. 287.058.

Any travel expenses noted on the purchase order or on the invoice must be in accordance with F.S. 112.061.

### **Resources:**

For more information, contact [aphelp@usf.edu](mailto:aphelp@usf.edu).