



STEPHEN F. AUSTIN STATE UNIVERSITY

Physical Plant Department

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For email use only

Invoice Submission Procedures

The best practices outlined below are intended to ensure accurate processing of invoices, avoid return of invoice due to missing information, and avoid delay in payment.

The preferred method of invoice submission is email, which allows for receipt confirmation and tracking information.

Send To	Invoice Type
PPDConstruction@sfasu.edu CC: ODR	Professional Services and Construction Services
AccountsPayable@sfasu.edu	PO Invoices

Submit one (1) invoice per email as an attachment to the email. Attachments must not be encrypted, zipped or marked for 'no extraction.' Invoices missing information will be sent back for revise and resubmit whereby the 30 day payment clock starts over.

At a minimum, please include the following information on all invoices:

- SFA Purchase Order (PO) Number
- Invoice period
- Project Name, as referenced in the PO, when appropriate
- Current invoice amount

For partial payment requests, please also include the following:

- PO total amount
- Previously billed amount(s)

For reimbursable amounts, please also include the following:

- Backup data, separated by invoice/ project
- TxTravel (or contract required) calculations on allowances for travel, separated by fiscal year when appropriate

Invoices for *professional and construction services* should also be accompanied by all contractually required documentation.

Note: If a subcontractor is utilized, or added during a service period, on any contract for services, a new or revised HUB plan is required.