Accounts Payable Update
from Payment Services

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

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REMINDER

OP 72.09 states that all receiving information for TechBuy purchase orders must be submitted through TechBuy. Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving documentation for eInvoices, receiving must still be completed timely for all items and services received.

> **Quick Tip:** Please do not wait for TechBuy to request receiving information. **If the item(s) and/or service(s) have been received, a receipt should be created in TechBuy.**

Invoices must be date stamped on the date received.

Invoices must be reviewed for accuracy before they are submitted to Accounts Payable for processing.

DID YOU KNOW?

Completing Receiving in TechBuy does not trigger payment. POs should not be closed just because all items have been received.

Payment information is available in Tech Buy for eInvoices. Select the "Invoice" tab and click on the invoice (V9xxxxxx) to view the check number or direct deposit number and date of check/direct deposit.

We welcome your feedback! Please email your questions or suggestions to: Accounts.Payable@ttuhsc.edu