

TTUHSC ACCOUNTS PAYABLE UPDATE

October 05, 2011

DID YOU KNOW



The following items are needed when processing an invoice.

- The date the invoice was received by TTUHSC
- The actual date the items and/or services were received by TTUHSC

WebLink is still available for payment information.

- All invoices processed by Accounts Payable are available to view on WebLink after the invoice has been processed for payment.
- Please contact Arthur.Pare@ttuhsc.edu with General Services if you need access to WebLink, need to reset your password or for any questions.

REMINDERS



- Invoices must be date stamped on the date received.
- Invoices must be reviewed for accuracy before they are submitted to Accounts Payable for processing.

Before contacting Accounts Payable to inquire about payments made on an invoice, verify that the invoice has not already been processed.

The Vendor Payment site is available at:

<https://www.fiscal.ttuhsc.edu/vendorpayments/payments/Search.aspx>



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu