

Procedures for Paying Invoices from Purchase Order

A. Invoices

Original Invoices should be received in Accounts Payable and not by the department. Invoices are not paid until the department enters in Cardinal Financials that the goods/services are received. If the invoice has not been “received”, then Accounts Payable sends an email to the requester for receiving.

B. Receiving the Purchase Order

See Procurement Services Website

<http://treasurer.cua.edu/business-services/purchasingfaq.cfm>

Questions: Dial X 5041