

ACCOUNTS PAYABLE

Processing Invoices

Pre AP: A Requisition is submitted, approved and converted to a Purchase Order. The vendor receives a copy of the PO.



Goods are received or a service is provided by vendor. Receiving should be completed by department, if needed.



Invoices must be sent directly from vendor to AP to ensure compliance with the language stated on our POs. Department should request that vendor send all invoices to api@stockton.edu.



AP processes the invoice. Banner matches receiving with the invoice against the PO.



Payment is issued according to vendor terms.