

## Payment of Invoices & College Bookstore Invoices

### I. Purpose

The purpose of this policy is to provide specifications for invoice payment procedures and to define the use of the college bookstore for faculty and staff.

### II. Scope

This policy applies to all faculty, staff and students, including part-time and temporary employees for payments for goods and services from outside sources upon receipt of a vendor invoice supported by receiving and approval by appropriate authorized personnel and invoices received from the bookstore.

### III. Policy

#### Invoice Payment

1. Invoices should be sent to Accounts Payable, via US mail, fax, email or hand delivery within 30 days from the date of the invoice or the date the goods or services were received, whichever is later. This will allow 15 days to process the approval and payment to comply with the Tennessee Prompt Payment Act.
2. Invoices for purchases through the DSCC e-procurement system (Jaggaer) must be received in the online system before payment will be processed.
3. Invoices received by Accounts Payable for purchases procured outside of the e-procurement system will be paid only upon confirmation of receipt and a FOAP from the department that made the purchase.
4. Invoices will not be paid from statements. All statements received directly by a department should be sent to Accounts Payable for follow-up of unpaid items.

#### College Bookstore

The college bookstore is the distribution center for textbooks for faculty and students. It also has office supplies for faculty and staff and other school supplies as may be needed by students. If faculty and/or staff purchase books and/or supplies on credit for their department/division, then a bookstore receipt is retained by the purchaser and the bookstore. These receipts should be reconciled at month-end by the departmental budget manager.

### IV. Compliance

All faculty and staff must comply with this policy. Vendors expect the College to make prompt payment of its obligations. Departments, having received goods and/or services, have a responsibility to immediately process receiving of purchase orders in the Jaggaer e-procurement system to ensure prompt payment of the corresponding invoices. In certain circumstances, state law provides for interest to be paid to vendors in cases of late payments.

## **V. Definitions**

Jaggaer – The College’s online e-procurement system.

## **VI. Revision History**

Policy written January 2006. Policy updated January, 2016. Approved by Administrative Council on January 29, 2016. Policy updated November 2021. Approved by Administrative Council on November 16, 2021. Policy revised and approved by Admin Council on 1/26/23. Policy revised and approved by Admin Council on 2/26/26.