

	Responsible Executive: Senior Vice President for University Finance and Business Services	
	Responsible Office: Contracts, Purchasing and Risk Management	
	Effective Date: 1/1/1999	Last Revised: 7/1/2025
	Policy Title: 30. Receipt and Payment (Interim)	

Definitions

Refer to 1. Procurement General Provisions

Policy

Payment is subject to [A.R.S. Title 35](#).

Section I: Receipts

- A. Departments shall notify CMPR of goods and/or services received and authorized for payment in the applicable Purchase Request immediately upon receiving such goods and/or services.
- B. CPRM will create a Receipt in the University's Financial system.

Section II: Payments

- A. Payment terms are net thirty (30) days from the date of invoice or in accordance with the terms of a fully negotiated Contract executed by a University employee that has been delegated signature authority. CPRM may deviate from net thirty (30) day payment terms in cases where deviation may be warranted and is in the best interest of the University.
- B. Payments will be processed only upon receipt of a valid invoice. Quotes, statements, order confirmations, or other documents are not considered valid invoices.
- C. Employees will be reimbursed for business-related expenses after their reimbursement request is approved and processed.
- D. Vendor invoices shall reflect negotiated contract pricing.
- E. The University requires the invoice match the goods and/or services received by the University and will not short-pay an invoice.
- F. The University prints checks twice per week on Tuesday and Thursday.

Related Information*

[A.R.S. Title 35](#)

Policy History*

6/30/2025: Interim policy approved effective 7/1/2025.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.