From: PCBO Subscription <pcbo_subscribe@csusm.edu>
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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Payment Schedules and Submitting Invoices
Attachments: ATT00001.txt

Partners in Campus Business Operations

Payment Schedules and Submitting Invoices

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Sent on behalf of: Accounts Payable

Hello PCBO Community,

Please see below for information about Payment Schedules (Check Runs) and submitting invoices to Accounts Payable.

Information about Payment Schedules:

CSUSM is a net 30 campus, which means we have 30 days after the invoice date to pay the supplier. Once an invoice or other payment request is received by Accounts Payable, it is typically processed within 15 business days.

Accounts Payable generally processes payments two days a week. This schedule can change due to holidays or other department/campus needs.

- **Tuesday** - Student payments and CSUBUY payments
- **Thursday** - Student payments, travel and other employee reimbursements, CFS payments

Information about Submitting Invoices:

To ensure timely payment, all invoices must be submitted directly to **Accounts Payable**. There are two accepted submission methods:

1. **Email Submission**: Send the invoice to the appropriate email address listed below. Be sure to include the Purchase Order (PO) number in your email.
2. **Supplier Portal (CSUBUY)**: Suppliers may submit invoices through the CSUBUY Supplier Portal. For step-by-step instructions, please refer to the **Supplier Guide**.

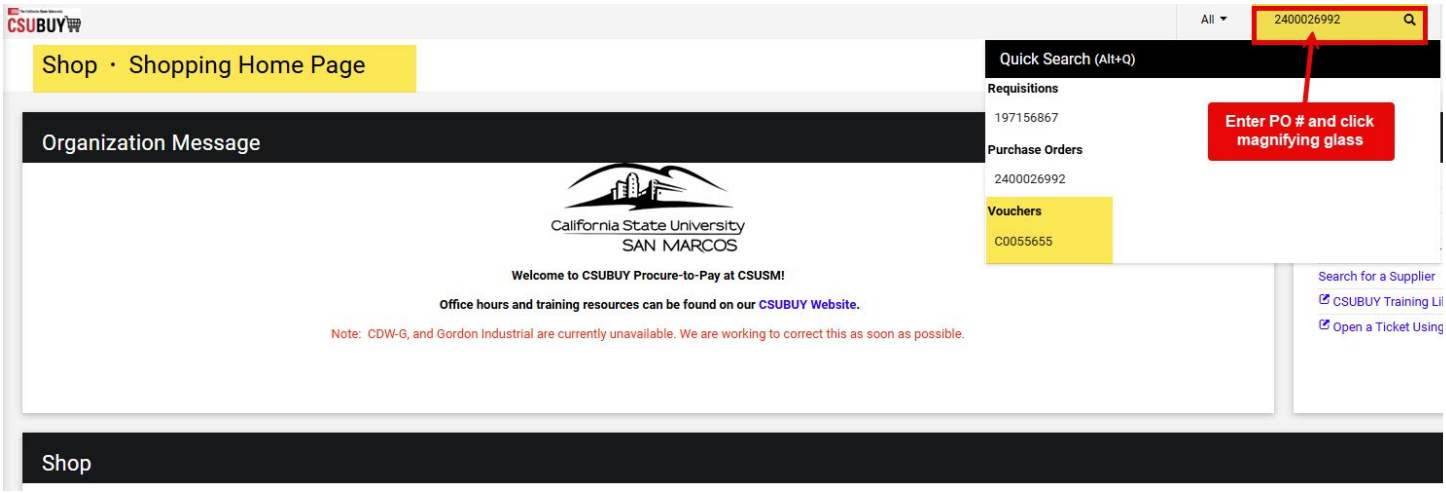
Important Reminders:

Invoices **attached to requisitions** will **not** be forwarded to Accounts Payable and will **not** be processed for payment.

- To avoid delays, **do not submit estimates, quotes, or proposals** in place of actual invoices.

Once the invoice is routed for approval, it becomes a voucher.

To check if a PO has associated vouchers, search for the PO number in the search bar at the top of the CSUBUY homepage. Associated vouchers will be displayed.



Have a question for us? Please direct inquiries to the appropriate email address below:

- Stateside funded payments - accountspayable@csusm.edu
- Foundation funded payments - apfnd@csusm.edu
- Corporation funded payments - apcorp@csusm.edu
- CSUSM Housing funded payments - aphms@csusm.edu
- Travel payments - traveloffice@csusm.edu
- ProCard - pcard@csusm.edu
- Hospitality - hospitality@csusm.edu

Thank you!
Accounts Payable