### Check List for Payment of Invoices Associated with Alternative Procurement Mechanisms

**REMINDER:**
- All Procurement Mechanisms must be updated to have invoices sent to the Dean’s Office and/or payments.bservices@cns.utexas.edu
- Please make sure the agreement was already submitted to Business Services with the account # to process payment
- All Invoices must have the procurement number/reference on the invoice and or must include a copy of the executed agreement

**CLIENT ASSISTANCE**
- After the initial audit from the payment team, they will send the invoice out to the requester. Requesters please address the following:
  - Please verify the account number for the agreement is still the correct account to be paid from?
  - Please verify the account has sufficient funds?
  - Are the items on the invoice to be paid to The University's satisfaction? Or are there some issues?

If all items above are in compliance, please do the following:
- Date and sign (a legible signature or please print name next to signature) the invoice as per when the goods/services were received
- or send an email acknowledging the date of when goods and services were received. You must include/attach the invoice with the email

**Why is a signature/date required for the acceptance of goods and services - is to comply with the Texas Promt Pay Act, please see link below**

[https://financials.utexas.edu/hbp/part-7/9-1-payment-terms](https://financials.utexas.edu/hbp/part-7/9-1-payment-terms)

Submit to Payment Team for Processing