University of Houston Z Clear Lake

Accounting Handbook

Expenditure Guidelines - Methods for Reimbursements and Payments

Accounts Payable

The System and the auditors have requested that all transactions be processed through the accounts payable system to provide consolidated information for audit purpose, maintain internal controls, and to maintain accurate vendor information for the university. Allow two weeks for processing.

Exceptions to normal processing must have prior approval of the Director of Accounts Payable.