

# USF Controller's Office

## Accounts Payable – Motor Vehicles

### **Philosophy:**

In accordance with effective internal control procedures and established accounting processes, as well as university regulations these guidelines are offered regarding accounts payable procedures.

### **Procedure:**

Invoices submitted for payment for the repair or maintenance of university owned vehicles must include the university property number or the license tag number of the vehicle.

If repairs are the result of an accident, a copy of the accident report must be provided.

### **Resources:**

For more information, contact the AP Helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu).