

From: Murphy, Jennifer
Sent: Thursday, July 01, 2004 7:00 PM
To: GRP-APS Customer Advisory Group
Cc: Mayne, Florence; Castro, Andrea
Subject: Invoices & Related Documentation - Date Stamping

We wanted to point out the importance of your department "date stamping" the invoices and related documentation (i.e., packing slips, pictures of photo identification) received in your department.

When your department forwards these documents to Accounting and Purchasing Services (APS), we enter the date that the invoice is received in your department into DEFINE; DEFINE electronically considers this date to determine when a check should be cut and sent to the vendor. Without a date stamp it is unclear when your department received the necessary documents. This automated system in DEFINE exists to assist U. T. System Administration in complying with the Government Code* related to making payments.

Please make sure your department is date stamping the documents you receive. If your department is not currently date stamping documents, please make a request that a date stamp be purchased and that this be a new procedure. We can provide you with contact information for where we get our date stamps made if you need it.

Please let me know if you have questions or if your department can not comply with this request.

Thank you for all of your help!
Jenny x4366

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*§ 2251.021. TIME FOR PAYMENT BY GOVERNMENTAL ENTITY. A payment by a governmental entity is overdue on the 31st day after the later of: (1) the date the governmental entity receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the governmental entity receives an invoice for the goods or service.