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PO payments being made on PCard

Accounts Payable Listserv Subscribers:

The following message has been sent to PCard holders and reconcilers regarding allowable use of PCard for payments on PO purchases.

If you have any PO invoices you wish to expedite via PCard please work with your area PCard holders and follow the procedure stated below.

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Dear Cardholders and Reconcilers,

Due to staffing shortages and high volume, Accounts Payable processing times continue to be much longer than usual.

Please be assured that AP is working on these as quickly as possible and thank-you for your continued patience.

Considering the current AP workload, we encourage the use of PCard to expedite payment of invoices where allowable.

Should you choose to pay an invoice via PCard that was previously submitted to AP, please submit the supplier ID and invoice numbers to aphelp@usf.edu to request deletion from the imaging system, and state it is due to paying via PCard.

The AP Helpdesk will reply back to you when that is accomplished. Then, and only then, you can pay via PCard. That will prevent processing duplicate payments.

To cancel the receipts in the Bull Marketplace please follow the directions included in the "Receiving Guidance" document posted on the Accounts Payable website under "[Receiving in Bull Marketplace](#)".

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Thank-you.

Robert Hunt

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