

University of West Florida Regulations

UWF/REG-6.003 Prompt Payment

1. This regulation applies to all purchase orders, agreements and contracts for the purchase of goods and services by the University.
2. It is the policy of the University that documentation authorizing payment of an invoice shall be provided by appropriate parties not later than five (5) days after receipt of the invoice and receipt, inspection, and approval of the goods or services, unless the bid specifications, purchase order, or contract specifies otherwise; in the case of a bona fide dispute, the invoice shall contain a statement of the dispute and authorize payment for only the undisputed amount.
3. Payment of an invoice shall be made not later than forty (40) days after receipt of a proper invoice, receipt of goods at the location set forth on the purchase order or contract, and the inspection, and approval of the goods or services; in the case of a bona fide dispute, the Contractor/Vendor shall be notified of the dispute and payment made only for the amount not in dispute. This 40-day payment requirement may be waived in whole or in part by the University Controller on a showing of exceptional circumstances in accordance with the regulations, policies and procedures of the University.
4. For purposes of determining the date an invoice was received, the University will be deemed to have received an invoice on the date on which a proper invoice is first received at the location designated by the University. In cases where an invoice is incorrect and the Contractor/Vendor is required to furnish a revised invoice, the receipt date of the revised invoice will be used.
5. The University may make advance payments for goods and services, including, but not limited to, deposits, maintenance agreements and subscriptions when it is in the best interest of the University to make payments in advance and it has been determined there is adequate protection to ensure that such goods or services will be provided and advance payment is approved by the University Controller or designee.
6. The University may make partial payments to a Contractor/Vendor upon partial delivery of goods or services or upon partial completion of construction when a request for such partial payment is made by the Contractor/Vendor and approved by the University Controller or designee.
7. Where the specific provisions of a contract, federal or state law alter the timeframe for making contractually required payments to a Contractor/Vendor, the University will process payments to meet the contractual, federal or statutory timeframe.
8. If the terms of an invoice provide a discount for payment in less than forty (40) days, the University shall preferentially process it and use all diligence to obtain the savings by complying with such payment terms.
9. Reimbursements to University officers and employees must be paid in the same timeframes and process as payments to Contractor/Vendor under this regulation.
10. This regulation does not apply to payments made to State agencies or other governmental entities within the State of Florida.
11. Payments by the University not made on a timely basis are subject to an interest penalty payment at a rate established under Florida Statutes Section 55.03(1). The interest penalty will only be applied on the unpaid balance from the expiration of such 40-day period until such

time as the payment is issued to the Contractor/Vendor. The provisions of this paragraph apply only to undisputed amounts for which payment has been authorized.

12. All agreements and purchase orders between the University and Contractor/Vendor shall include a statement of the Contractor/Vendor's rights and the University's responsibilities under this regulation, including the provision of the telephone number of the University Contractor/Vendor ombudsman.
13. Invoices received from vendors, who have failed to supply the University with a complete and accurate W-9, will be deemed insufficient for payment until such information has been provided.
14. For construction contracts, the terms and conditions of the contract shall govern the timely payments to contractors for work satisfactorily completed.

*Specific Authority §1010.04(2) FS.; FBOG Regulation 18.001.
History—New 6-25-2015.*