

CENTRAL WASHINGTON UNIVERSITY

SUBJECT: Vendor Penalty Payment

Every state agency can be required by law to pay a 1% (minimum \$1.00) late charge to vendors for failing to make timely payments to vendors. In order to avoid charges, all CWU departments are required to follow these procedures:

1. Sign and return any invoices that require signature in order to process payment routed from the Accounts Payable office.
2. Route any invoices to Accounts Payable the same day they are received at the departments from the vendor.
3. Notify Receiving via email any items that are received by the departments that are payable on a 3-way match purchase order.