



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

March 12, 2008

Bulletin # 08-21

Subject: Vendor Invoice Routing to AP

The intent of this bulletin is to remind the Downstate Medical Center community that our vendors have been instructed to mail original invoices to our Accounts Payable Department (Box 54). This policy is defined by New York State's Prompt Payment Legislation, which dictates that all vendors mail original invoices to an agency's designated payment office for proper tracking. The date of invoice receipt may have an impact on interest payments issued to the vendor.

The Downstate Accounts Payable Department must record on every invoice the date the invoice was received in their office. The Office of the Comptroller for New York State will assess interest penalties on invoices paid by Downstate Medical Center more than thirty days after the invoice or goods/services are received, so it is essential that invoices are received correctly and recorded appropriately.

Periodically a vendor may request permission to direct an invoice to an end-user. In such instances, the vendor should be advised of appropriate invoice routing and reminded that circumvention of the policy is in strict violation of State legislation.

If you have any questions or would like further clarification, please contact Ron Brown at extension 1990.

[This Bulletin is a reminder and update to bulletin #06-08]
