

Policy and Procedures on Unpaid Invoices

Approved by the PRC Advisory Board on: March 26, 2015

Implementation Date: April 1, 2005

Modification Date: March 2015

Modification Date: July 2018

Purpose

To insure PRC payments are received timely and to prevent budget issues created by unpaid invoices.

Policy

- PRC will require all clients provide a primary payment source (i.e., project account or chartstring) prior to initiation of any work.
- PRC will suspend all work for any project with unpaid invoice(s) of 45 days and notify an affiliated Department Chair or senior leadership team member of the unsatisfied payment.
- Extenuating circumstances that prevent project invoice(s) from being paid, the PI must provide the PRC Director or designee with proof of project funding. In addition, both the PI and PRC Director must agree in writing on an established plan and date that will resolve the unpaid invoice(s).
- Invoice(s) that remain unpaid after the mutually agreeable date or a time period of 90-days or more will suspended all PRC services and collection actions will proceed until all the invoice(s) are paid.

Procedures

1. PRC Director or designee will contact or send a reminder email to any PI or organization that has an outstanding unpaid invoice(s) after 30-days following the billing invoice date. A copy of the unpaid invoice and chartstring (if applicable) will be provided to the PI. All work related to this project will continue without interruption if the overdue invoice(s) is paid within 15 days.
2. If the invoice(s) for the same project advance(s) unpaid for a period of 45 days or greater, the PRC Director or designee will contact the Department of Pharmaceutical Health Services Research (PHSR) Business Office to verify that the invoices are indeed unpaid in the FAS system. Once confirmed, the PI will be contacted by PRC Director or designee in writing, requesting payment for the unpaid invoice(s); specifically the PI will be notified that all work related to the project will be suspended within a 3-business day grace period unless payment for the outstanding invoices is received. The PRC director will also notify the affiliated Department Chair or senior leadership team member of the unsatisfied payment.
3. If the PI identifies that there are extenuating circumstances that prevent project invoice(s) from being paid, the PI and PRC Director can agree to a plan and date to resolve the unpaid invoice(s). Proof of project funding must be provided by the PI to the PRC Director to verify that the project is viable with the PHSR Business Office.
4. If the invoice(s) remain(s) unpaid beyond the mutually agreeable date or a time period of 90-days or more, PRC will commence with University mandated collection efforts up to and including potential legal actions and subsequent late charges.