

TERMS AND CONDITIONS FOR ACCOUNTS PAYABLE FOR VENDORS

Morehead State University has standard payment terms of Net 30. Any payment terms other than Net 30 must be requested by the vendor and agreed to in writing prior to supplying products/services to the University.

Morehead State University does not make partial payments against orders. Any request for partial payments must be requested by the vendor and agreed in writing prior to supplying product or service to the University.

Morehead State University makes payment to a supplier by purchase order number. The appropriate purchase order number must be listed on every invoice your company submits for payment. If there is no purchase order number, the invoice may be returned to you. Omitting the purchase order number from the invoice or supplying product to the Morehead State University without a purchase order number may cause your payment to be delayed, or possibly, to be forfeited.

Do not take orders verbally without a PO number.

Morehead State University does not pay late charges.

Morehead State University does not pay restocking charges, unless the University department making the purchase has authorized these charges.

All invoices should be submitted:
Morehead State University
Office of Procurement Services
160 Old Cranston Road
Morehead, KY 40351
procurement@moreheadstate.edu

Submitting invoices to an address other than the one above will cause delays in payment and may be denied.