**Rent/Lease Payment Processing Guidelines**

**1. Voucher Submission to Accounts Payable**

The UH departments must submit a payment voucher to Accounts Payable for final approval. The submission must include the following supporting documents:

* A copy of the contract with the OGC K number and all applicable signatures.
* A valid Purchase Order, if it is needed in accordance with the purchasing threshold guidelines available at [UH Purchasing Threshold Guidelines](https://www.uh.edu/office-of-finance/purchasing/purchasing-training/contract-purchase-order/)
* Monthly Invoice
	+ The vendor’s monthly statement may be accepted in lieu of an invoice only if all of the following criteria are met:
		- The vendor cannot issue monthly invoices.
		- The vendor’s statement itemizes applicable charges separately for each month.
		- The statement amounts agree with the corresponding amounts specified in the contract.

**2. Processing Timeline**

Once the voucher is submitted to AP, the department may request to expedite the payment process by emailing the request to the AP Audit Team at apaudit@central.uh.edu. In such cases, Accounts Payable will process the check or ACH payment within **48 hours**, assuming that the voucher is processed by the department completely and accurately.

Note: In general, wire payments are for foreign vendors only. Vouchers for wire payments will take additional time for AP to contact vendors and verify the bank information.