Buying Manual

Subject: Invoice Processing Procedures

Title: Freight Bills

Number: 805

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Freight Bills

Freight bills directly from freight companies are to be sent to the unit/BSC for payment. Payments should be processed via procurement card or disbursement voucher.

Federal Interstate Commerce Commission / Department of Transportation regulations require that all invoices for freight be paid within fifteen (15) days. Failure to comply can result in termination of carrier service or possible court action against Cornell University. It is extremely important that all freight bills be processed promptly.