INVOICE/PAYMENT INFORMATION

1. Submit invoice(s) **IN DUPLICATE** to:
   Accounts Payable Department
   Coastal Carolina University
   P.O. Box 261954
   Conway, SC 29528

2. If you are invoicing for more than one Purchase Order, please render separate invoices to cover each Purchase Order Number.

3. Coastal Carolina University is mandated by the State of South Carolina to pay for goods and services within thirty (30) days (NET 30) after the acceptance of the goods or services and proper invoice, whichever is received later. The thirty-day period does not begin until the requesting department certifies its satisfaction with the received goods or services and proper invoice.

4. Checks are written two times per week; on Tuesdays and Thursdays.