



Accounts Payable – Responsibilities and Mission:

Accounts Payable is responsible for payments of goods and services, employee travel and business expense reimbursements, awards, honorariums, stipends and other payments

Our mission is to provide the highest level of customer service to all external and internal customers, to process financial documents in a timely and accurate manner, to provide fiscal controls through our policies and procedures, to ensure compliance with state, federal and University policies/procedures and other appropriate laws, regulations, and directives when executing our responsibilities, and to deliver reliable reporting and spend analysis to internal customers.

Requirements to Register as a Supplier:

Before payment can be made to any individual, entity or corporations otherwise known as “Supplier”; they must be registered and active in our Supplier Maintenance database (managed by GW Procurement and Travel Services).

All prospective domestic Supplier, including corporations, individuals and honorarium recipients, are required to register through iSupplierGW, the web-based self-service Supplier Registration system. Due to the complexities of foreign transactions, international companies/individuals will still follow the current paper-based registration process utilizing the Supplier Registration Package.

iSupplyGW allows our trading partners to update key information online that will help improve GW business processes and allow GW to operate more efficiently. After registration domestic vendors can view and update certain information in their profile, including:

- Business classification information describing the company's type of business, including disadvantaged categories (Small, Woman-Owned, Veteran, Service Disabled, HUB Zone, etc)
- NIGP classification information describing the types of goods and services the company/individual offers
- Banking information for electronic payments
- Contact information, including address

Vendor registration information is available on the Procurement website at the below link:

<http://procurement.gwu.edu/doing-business-gw>.

International Suppliers who are paid any form of compensation (for example, services, honorariums or awards) are subject to additional taxes and withholding. Please see the tax department website for additional information <http://taxdepartment.gwu.edu/>.



Updating Existing Supplier's Data:

Existing suppliers are required to use the iSupplyGW, the web-based self-service Supplier Registration system, to update their information. Information can be found at www.procurement.gwu.edu or by contacting isupplygw@gwu.edu.

Policies and Forms:

- 1) GW Procurement & Travel Services (procurement.gwu.edu) is the administrator for all purchase orders and suppliers doing business with GW. If applicable, a purchase order must be created, approved and identified as being associated with the requested payment. Information about purchase orders is located at <http://procurement.gwu.edu/purchase-orders>. Certain types of transactions, however, are exempt from requiring a Purchase Order. The list of exemptions is located at <http://procurement.gwu.edu/goods-and-services-are-exempt-competition>. Additional information about Procurement policies can be found at <http://procurement.gwu.edu/procurement-policies>.
- 2) Before payment can be made, the transactions must meet the standards set forth in the Commercial Invoice Processing Policy <http://my.gwu.edu/files/policies/CommercialInvoiceProcessingFINAL.pdf>.
- 3) Accounts Payable policies are located at <http://accountspayable.gwu.edu/policies>.
- 4) The Accounts Payable forms referenced within this document can be found at <http://accountspayable.gwu.edu/forms>.
- 5) The policy governing travel and expense reimbursements are located at <http://my.gwu.edu/files/policies/TravelEntertainmentFINAL.pdf>.
- 6) Information about determining the appropriate coding for purchases of goods and services can be found at <http://procurement.gwu.edu/determine-proper-general-ledger-gl-code>.

Acceptable Documentation:

- Original invoices are required. However, invoices that come to AP through the Remedy eForm or AP email box from our internal and external users are considered originals. Submission through the Remedy eform is preferred. We do receive invoices directly from the vendors delivered by the USPS.
 - Acceptable documentation is:
 - Original invoices.
 - Fully executed contracts.
 - Letter agreements.
 - Other viable document that shows an obligation due a vendor/supplier.
 - AP does not accept, as viable evidence of an outstanding obligation to a supplier/vendor:
 - Proforma invoices, written estimates, written quotes, packing slips, e-mails, statements or similar documents. Such documents will not be



accepted as evidence of an obligation and will not be used to disburse payment.

- A valid invoice should be requested from all suppliers. It must include the following.
 - Invoice Number
 - Invoice Date
 - Company Name, Address, etc.
 - Remittance Address, if different from above
 - Amount Due
- In certain instances, however, a supplier may submit an invoice without an invoice number. In those instances, the department should utilize the [Payment Request Form](#) when submitting the invoice to Accounts Payable. An invoice number must not be assigned by the department. Accounts Payable has an invoice naming protocol which is used when invoice numbers are absent or missing from the invoice.
- A Payment Request Form requires supporting documentation. Any form submitted without supporting documentation will be rejected by AP. The submitter or approver will be informed of the rejection.
- A Payment Request Form requires both a requestor and approval signature. A single individual cannot serve as both the requestor and approver.
- A valid purchase order number (with release number, if a blanket purchase order), when the purchase requires a purchase order, must be referenced on the invoice or payment request before submitting to Accounts Payable. The line number if applicable needs to be referenced. This will ensure the correct line item is paid on the invoice.
- Purchase order related invoices with invoice numbers do not require a completed and approved Payment Request Form.
- Two-way match invoices \geq \$2,500 must have approval. Two-way match is used for services. It requires both a valid purchase order and invoice.
 - Approval is given by writing on the invoice “ok to pay”.
 - The approval is signed and dated. The approver should print his/her name after the approval signature.
 - The approver should identify his/her title.
- Three-way match invoices (PO, invoice and receiver) do not require approval, unless the organization/division/school requires it. Three-way match is used for materials or goods, such as equipment. It requires a valid purchase order, invoice and receiver.
 - A receiver must be posted to avoid payment delays.
- Valid invoices with invoice numbers do not require a completed and approved Payment Request Form.
 - Approval is given by writing on the invoice “ok to pay”.
 - The approval is signed and dated. The approver should print his/her name after the approval signature.
 - The approver should identify his/her title.
 - Provide general ledger coding/accounting string to which the expense should be charged.



- Sponsored project related invoices must have OVPR's approval prior to submission to AP. Such invoices submitted to OVPR through Remedy will be routed to AP without any action required of the submitting department.
- Under no circumstances should an invoice be modified, including handwritten notations, to improve readability and legibility. AP personnel will not process an invoice that is illegible and/or difficult to read. The document must stand on its own.
- A W-9, W8 BEN, or Worker's Classification Statement, if applicable, is required.
 - For individuals, such as independent contractors/consultants, a Worker's Classification form must be completed by the department/school/organization hiring the individual. It is encouraged for the form to be completed and submitted to the Tax Department before the work begins.
 - A W8 BEN is required for each international individual or entity. A W8 BEN has a three year life. It expires at the end of the third year following the signature date on the form.

Payment Submission:

Use the online invoice submission process found at <http://accountspayable.gwu.edu/invoice-submission-1>. Attach only one invoice with applicable form, if required, to each e-form. Use the Multiple Distribution Form when a single invoice has multiple lines of coding. This form is part of the Payment Request form.

Allow three to five business days after the invoice/payment request is received by AP for processing. Processing means the invoice/payment request has been posted to Oracle/EAS. It will be eligible for payment when the payment terms are met.

Invoices/payment requests are paid within payment terms set at the supplier master level. GW's payment terms, in general, are 30 days. If you have a supplier, including individuals, with different payment terms, work with Procurement and/or Supplier Maintenance to update the terms.

Payment cycles occur on Monday, Wednesday and Friday, unless there is a holiday. In the event of a holiday, AP will "pay through" to the first business day following the holiday.

The preferred method of payment is ACH/electronic payments. Domestic suppliers can provide their banking information through iSupplierGW. An international supplier can complete the Electronic Payment form at <https://accountspayable.gwu.edu/sites/accountspayable.gwu.edu/files/downloads/ACH%20Electronic%20Payments%20Authorization%20%20%28Direct%20Deposit%29.pdf> and submit the form to the Procurement Department Supplier Maintenance email supmaint@gwu.edu.

Suppliers should ensure the information provided is accurate and complete to avoid payment delivery issues. Further, it is recommended when a supplier has any questions about the banking information required to promote electronic payment delivery; they should work directly with their bank.



For students to receive direct deposit, they must complete the Direct Deposit Authorization form (https://payroll.gwu.edu/sites/payroll.gwu.edu/files/downloads/direct_deposit.pdf) and submit the form to Payroll Services. Electronic payment is strongly encouraged. Only the setup is confirmed, direct deposit available for AP to use.

Checks will be directed to the current address of the students receiving payment by check.

Employees need to have an address marked as a W-4 address for payment to process properly.

Please be sure addresses are complete and updated as needed.

Employee Travel and Business Expense Reimbursement:

Employee travel and expense reimbursements must be submitted through iBuy Expense at http://www.gwu.edu/~supchn/iBuyPlus/applogout_exp.asp. A training guide is available at <http://accountspayable.gwu.edu/travel-business-expense-reimbursement>.

Urgent/Time Sensitive Payments:

Use the following process to submit urgent invoices to AP when business operations will be impaired because of non-payment.

- a) Attach the coded and approved invoices to an e-mail to:
Shearer (Shellshearer@gwu.edu). Al Talley (Atalley@gwu.edu) and Brenda Tate (BrendaTate@gwu.edu). Do not copy the AP email box.
- b) In the subject line indicate:
URGENT: Business Operations (followed by vendor name, invoice number and invoice amount)
In the body of the e-mail **include**: A business justification for the expedited payment request.
- c) Invoices, unless urgent as described earlier, should not be sent to specific individuals within AP.

Departmental Correction Form:

A Department Correction Form (DCF) is used to redistribute charges on the Budget Performance Report (BPR) with a category source of purchase invoices (to make corrections to invoices and payments previously charged).

The form is located at

https://accountspayable.gwu.edu/sites/accountspayable.gwu.edu/files/downloads/DCF_Form.pdf.

Instructions and requirements for completing and submitting a DCF are located at

<http://accountspayable.gwu.edu/departmental-correction-form>.

Acknowledging Receipt of Goods/Materials:



When an item is received on a three way PO in EAS or within the iBuy system, the receipt needs to be entered upon receipt of goods. If there are issues with the goods and a return is done; a credit or refund will be issued. Payment should not be held unless there is a defect or an issue with the product/materials received or service rendered.

Final Thoughts to Ensuring Smooth Payments:

- 1) Submit invoices in a timely manner to AP. Submission through the Remedy eform is preferred. The form is located at <http://accountspayable.gwu.edu/invoice-submission-1>.
- 2) Make sure there are sufficient funds on the Purchase Order or for non-PO payments we have signature approval.
- 3) If you want to know the status of an invoice, review the AP-255 Invoice Inquiry Report in EAS. All department users should have access to EAS. Please visit EAS [Training and Support](#) and select the Learn about EAS Reports link.
- 4) Review our [Frequently Asked Questions](#) page.
- 5) By submitting electronically, you will be notified when the payment request has been received and when it is processed.
- 6) You can send email inquiries to apcustsv@gwu.edu or contact AP Customer Service at 571-553-0247.
- 7) The suppliers' payment will be sent to the address or the banking site they have indicated on their invoice or the payment request form.
- 8) If the purchase order is a 2 way match, then the appropriate signatures are added to the Invoice to facilitate quick payment. If those signatures aren't on the invoice to authorize payment, then the invoice will have to be returned to the requester. If the purchase order is a 3 way match, then the requestor will need to make sure you have gone back into iBuy and received the items purchased and billed. Instructions for receiving items in are located on the iBuy+ web site.
- 9) Invoices must be sent to Accounts Payable. Other departments, such as Procurement or Tax, are not responsible for payment processing.
- 10) Receive goods timely.

Questions:

Questions can be directed to AP Customer Service at apcustsv@gwu.edu or 571-553-0247.