Invoice number Protocol

Invoice number protocol has been revised and simplified. Please use this protocol to assign numbers to invoices prior to submission to AP.

- Use the invoice number assigned to the invoice by the supplier.
- If no invoice number is assigned, use the table below to create an invoice number.

<table>
<thead>
<tr>
<th>Type</th>
<th>Naming Convention</th>
<th>Date of Request</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice with invoice number</td>
<td>Use the invoice number assigned to the invoice document</td>
<td>Use the invoice date</td>
<td></td>
</tr>
<tr>
<td>Subscription/membership</td>
<td>Account number + date</td>
<td>Use the date on the subscription/member billing notice.</td>
<td>1234567082119</td>
</tr>
<tr>
<td>Hotels</td>
<td>Use folio or AR number + date</td>
<td>Use the date on the folio or other document showing the balance owed.</td>
<td>1234567082119</td>
</tr>
<tr>
<td>Award</td>
<td>Use payee’s initials + date of request + AWARD (+ FI, if foreign)</td>
<td>Use the date on the award letter.</td>
<td>TB100113AWARD for Tweety BirdTB100113AWARDFI for Tweety Bird (foreign national, foreign entity, or foreign individual)</td>
</tr>
<tr>
<td>Prize</td>
<td>Use payee’s initials + date of request + PRIZE (+ FI, if foreign)</td>
<td>Use the date on the prize letter.</td>
<td>FL111712PRIZE for Foghorn Leghorn FL111712PRIZEFI for Foghorn Leghorn (foreign national, foreign entity, or foreign individual)</td>
</tr>
<tr>
<td>Death Benefit</td>
<td>Initials + date of request + COMP</td>
<td>Use the date of death.</td>
<td>MM101013COMP for Minnie Mouse</td>
</tr>
<tr>
<td>Fellowship</td>
<td>Use payee’s initials + date of request + FELLOWSHIP (+ FI, if foreign)</td>
<td>Use the date on the fellowship award letter.</td>
<td>RR110113FELLOWSHIP for Road Runner RR110113FELLOWSHIPFI for Road Runner (foreign national, foreign entity, or foreign individual)</td>
</tr>
<tr>
<td>Gift</td>
<td>Use payee’s initials + date of request + GIFT (+ FI, if foreign)</td>
<td>Use the date on the gift letter.</td>
<td>EF083013GIFT for Elmer Fudd EF083013GIFTFI for Elmer Fudd (foreign national, foreign entity, or foreign individual)</td>
</tr>
</tbody>
</table>
### Invoice Number Protocol

| Category                        | Description                                                                 | Use | Description                                                                 | Number
|--------------------------------|-----------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------|--------
| Honorarium                     | Use payee’s initials + date of request + HONOR (+ FI if foreign)             | Use | Use the date on the honorarium form in the top left hand corner.             | BB110713HONOR for Bugs Bunny
|                                |                                                                             |     |                                                                             | BB110713HONORFI for Bugs Bunny Fudd (foreign national, foreign entity, or foreign individual)
| Reimbursements                 | Use payee’s initials + date of request + RE (+ FI if foreign)                | Use | Use the oldest receipt date.                                                | DD110413RE for Daffy Duck
|                                |                                                                             |     |                                                                             | DD110413REFI for Daffy (foreign national, foreign entity, or foreign individual)
| Petty Cash                     | Use payee’s initials + date of request + PETTYCASH                           | Use | Use the date of the petty cash reconciliation form.                          | DD011419PETTYCASH for Daisy Duck
| GCAS Refunds (generates payments) | Use payee’s initials + date of request + GCASRF                             | Use | Use the date of the payment request.                                        | EF083013GCASRF for Elmer Fudd
| GCAS Refunds (does not generate payments) | Original invoice number associated with refund in EAS + GCASCM | Use | Use the original invoice date.                                              | 083013GCASCM
| Scholarships                   | Use payee’s initials + date of request + SCHOLAR (+ FI if foreign)          | Use | Use the date on the scholarship award letter                                | BB110713SCHOLAR for Bugs Bunny
|                                |                                                                             |     |                                                                             | BB110713SCHOLARFI for Bugs Bunny (foreign national, foreign entity, or foreign individual)
| Relocation                     | Use payee’s initials + date of request + RELOCATION                          |     |                                                                             | WC090413RELOCATION for Wiley Coyote
| Settlement                     | Use payee’s initials + date of request + SETTLEMENT                          | Use | Use the signature date of the GW person signing the settlement agreement.    | HB071613SETTLEMENT for Hector Bulldog
| Service                        | Use invoice number, if assigned by the supplier                             | Use | Use the invoice date.                                                       | When an invoice number is not assigned: PC123454SERV for Patty Cake
|                                |                                                                             |     | Use the service date.                                                       | PC123454SERVFI for Patty Cake (foreign national, foreign entity, or foreign individual)

**Note:**
- For foreign national, foreign entity, or foreign individual, add “(FI)” to the transaction code.
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Please direct questions to AP Customer Service at apcustsv@gwu.edu.