



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:

Director of Accounts Payable

Responsible Office: Financial Operations

Last Revised Date: June 1, 2015

COMMERCIAL INVOICE PROCESSING

Policy Statement

Suppliers are requested to send all invoices directly to the Accounts Payable department for processing to facilitate prompt payment. If the invoice is sent to another organization within the university, that organization must forward the invoice to the Accounts Payable department for payment on a timely basis.

Reason for Policy

All invoices should be paid within 30 days of the invoice date or date of receipt, unless there are favorable discount terms offered to the university for making payment earlier.

Who is Governed by this Policy

Faculty and staff

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Definitions	3
Forms	4
Related Information	4

Contacts	4
Document History	4
Who Approved This Policy	4

Policy

The Accounts Payable department uses the following guidelines in processing supplier invoices for payment:

- Internal users should submit supplier invoices through the [online invoice submission process](#).
- Suppliers may submit their purchase order invoices either on paper via US mail or electronically at acctspay@gwu.edu. Submission electronically is preferred.
- Supplier invoices are categorized as follows:
 - 1) exempt from competition
 - 2) via a purchase order
 - 3) via a blanket purchase order and release number
- Purchases exempt from the Competitive Source Selection process do not require a purchase order. A full list of these transactions can be found on the Procurement department [website](#).

Invoices related to these purchases require departmental approval before payment processing can occur. Invoices without departmental approval will be rejected with written notification to the submitting department.

- Any invoice that does not include a required purchase order or blanket purchase order and release number, or is not exempt from competition, will be rejected with written notification to the submitting department.
- **Two-Way Match** - Two-Way Matching applies to:
Purchase order related supplier invoices for goods less than \$3,000 and all invoices for services.

The Accounts Payable department will pay the amount due upon receipt

of the invoice and verification of the amounts and quantities or services to the purchase order. A matching receiving document or evidence of receipt is not required.

- o If there are discrepancies, the invoice will be placed in a HOLD status until the discrepancy is resolved. The receiving department will collaborate with the supplier and the Accounts Payable department to resolve any variance or issue(s) and to complete the appropriate transactions.
- **Three-Way Match** - Three-Way Matching applies to:
Purchase order related supplier invoices for goods greater than or equal to \$3,000. Purchase order related supplier invoices for goods that are greater than or equal to \$3,000 will be matched to a purchase order and evidence of receipt of those goods before processing for payment. The department ordering the goods is required to record verification of receipt in the Enterprise Accounting (Oracle) or iBuy system.
 - o If there are discrepancies, the invoice will be placed in a HOLD status until the discrepancy is resolved. The receiving department will collaborate with the supplier and the Accounts Payable department to resolve any variance or issue(s) and to complete the appropriate transactions.
- **Supplier Invoices with Freight Charges** – The university's preference is to eliminate or reduce freight charges. If freight charges are required, the freight charge must be added to the purchase order.
- When a supplier invoice does not include a unique invoice number, a [Payment Request Form](#) should be attached to the invoice.

Definitions

- Purchases** Acquisitions made by an exempt from competition purchase by the department, through a requisition to the Procurement department (via the Oracle system or the iBuy+ system) or with a Procurement Card (P-Card).
- Two-way Match** The invoice processing method whereby the supplier invoice is matched only to the purchase order.

Three-way Match

The invoice processing method whereby the supplier invoice is matched to the purchase order and to evidence of receipt.

Forms

[Payment Request Form](#)

Related Information

[New Supplier Registration](#)
[Procurement Method](#)

Contacts

Contact	Telephone	Email
Accounts Payable	(571) 553-0247	apcustsv@gwu.edu

Document History

- **Last Reviewed Date:** April 27, 2017
 - **Last Revised Date:** June 1, 2015
 - **Policy Origination Date:** Not Available
-

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.