



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Director, Accounts Payable Services
Responsible Office: Accounts Payable
Services
Last Revised Date: March 30, 2010

ACCOUNTS PAYABLE PAYMENT METHOD POLICY

Policy Statement

The preferred method for making payments to commercial suppliers, and for issuing reimbursement to employees, is via electronic payment (i.e., Automated Clearing House (ACH)). At the university’s discretion payments may be made by wire transfer. Paper check distribution is available, though subject to restrictions.

Reason for Policy/Purpose

This policy promotes electronic payment, a more secure, timely and cost effective method for issuing payments to suppliers and reimbursements to employees.

Who Needs to Know This Policy

Faculty, staff, students and suppliers

Table of Contents	Page #
Policy Statement	1
Reason for Policy/Purpose	1
Who Needs to Know This Policy.....	1
Table of Contents	1
Policy/Procedures	2
Website Address for this Policy.....	2
Contacts.....	2
Related Information	2
Who Approved This Policy	3
History/Revision Dates	3

Policy/Procedures

The university's preferred method for paying commercial suppliers, and for issuing personal and travel reimbursements to employees is via electronic payment (ACH). At the university's discretion payments may be made by wire transfer, and less frequently by paper check..

Electronic payments to suppliers will be made through the ACH, with deposits normally made to the supplier's account at their financial institution according to the agreed upon payment terms with the supplier. Personal and travel reimbursements to GW employees whose payroll method is direct deposit will have all reimbursements paid via ACH to that same bank account in accordance with the [Direct Deposit Policy](#).

Payments to suppliers via paper check normally are mailed to the supplier's address as indicated on the supplier's invoice. Payment terms, unless agreed to otherwise, are net 30 days. GW employees whose payroll method is paper check will receive personal and travel reimbursements via paper check mailed to their home address.

"Hold for Pickup" of paper checks is strongly discouraged for reasons of security. Exceptions must be approved in advance by the director of accounts payable or his/her designee. Where Hold for Pickup is authorized, persons picking up a check must show proper identification (i.e., GW ID, Driver's License, etc.) and sign for the check. Checks are generally available the day after processing at the Faculty Staff Service Center, Rice Hall, 2121 Eye Street, Room 101 and following notification that they are ready for pick-up.

Website Address for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Email	Phone
Check Distribution	Accounts Payable	apcustsv@gwu.edu	571-553-0247

Related Information

[Direct Deposit Policy](#)
[Supplier Registration Policy](#)

ACCOUNTS PAYABLE PAYMENT METHOD POLICY

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Last Reviewed Date: May 31, 2014

Last Revised Date: March 30, 2010

Origination Date: Not Available