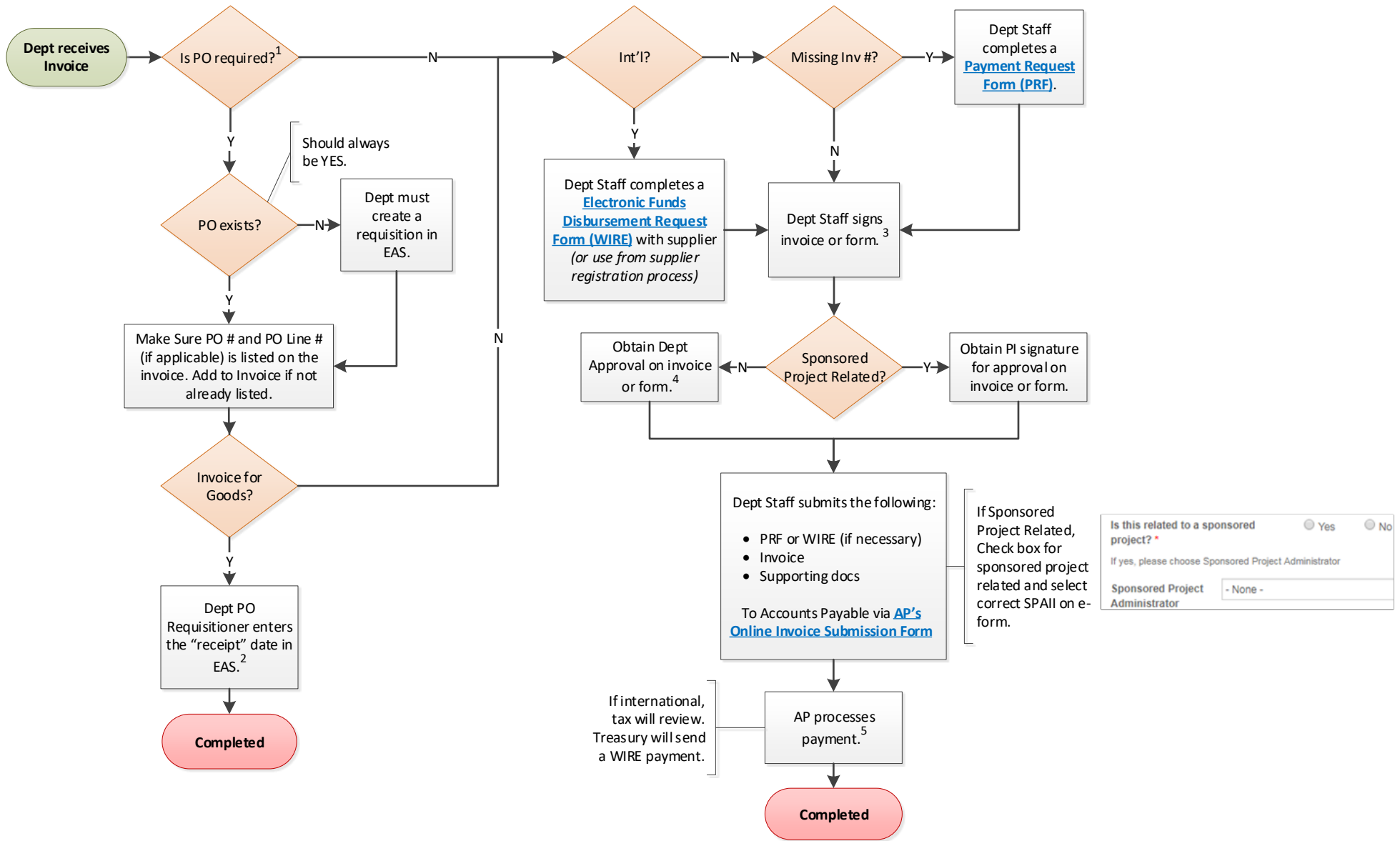


Invoice Payment Process for Goods & Services



Is this related to a sponsored project? Yes No

If yes, please choose Sponsored Project Administrator

Sponsored Project Administrator:

Notes:

1. **PO Exception List:** <https://procurement.gwu.edu/goods-and-services-are-exempt-competition>
2. Once "receipt" is entered into EAS, the payment will be processed. There is no need to submit a payment request to AP.
3. If signing the invoice directly, write "OK to Pay" along with signature. Follow instructions for other required signatures.
4. Dept approvals are usually Dept Chairs or the individual with budgetary responsibility for the charged account.
5. If payment request is missing essential forms or critical information, AP will ask the Dept to resubmit.

PO Exception List

P-Card Policy

Prohibited Purchases

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.