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.

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