






Description	GOODS 	SERVICES 	PRIZES & AWARDS 	HONORARIUMS 	TRAVEL 
Example	Payment for a commodity or tangible object Purchase equipment and lab supplies	Payment for an action, activity or performance of work (intangible) Hire a videographer to record and edit student speech competition	Given to a GW student in recognition of an accomplishment or to assist with further research opportunities (cannot be work-related) Award for highest GPA	"En gratia" payment to a non-GW employee for a service rendered in a volunteer capacity; where a fee is not required Speaker for a lecture series	To secure travel arrangements, or to reimburse, GW employees and guests for Book a professor's flight to a conference. To reimburse a speaker for her/his travel expenses
Process Overview	<p>If under \$3,500</p> <ul style="list-style-type: none"> Use P-card or Payment Request Form (if PO is required) for purchase Create Requisition/PO if good is not on PO Exception List Check if good is available on iBuy <p>If over \$3,500</p> <p>Create a requisition/PO in EAS & attach supporting documents</p> <p>"Receive" goods in EAS and submit invoice to A/P via Invoice Submission for payment</p> <p>If technology</p> <p>Consult OTS and submit request via otsbuy@gwu.edu</p>	<p>For Best Value</p> <p>If available, utilize GW's University-wide agreements for:</p> <ul style="list-style-type: none"> Translation Services Catering Bottled & Filtered Water Services Temporary Staffing Services Shipping Services Central Business Cell Program Shredding Services <p>Mirror "Goods" process</p> <p>If vendor is an individual, complete Worker's Classification Form and work with Tax Dept.</p> <p>If good or service is on "exception to PO list", submit Payment Request Form and invoice to A/P</p> <p>If a contract is required</p> <p>Create an agreement or contract and get necessary reviewer input & approvals</p>	<p>If paying from department funds (C/R-Fund)</p> <p>Complete Payment Request Form & attach supporting documents</p> <p>Submit to AP via Invoice Submission for processing</p> <p>If paying from an endowment</p> <p>Complete Endowment Request Form & attach supporting documents</p> <p>Forward to CCASFA@gwu.edu for approval</p> <p>CCAS will submit to Treasury for processing</p>	<p>For New Recipient</p> <p>Complete Honorarium Recipient Form & attach supporting documents</p> <p>Submit to Supplier Maintenance via iSupply@gwu.edu</p> <p>Supplier Maintenance will submit to AP for processing</p> <p>For Existing Recipient</p> <p>Complete Honorarium Recipient Form & attach supporting documents</p> <p>Submit to AP via Invoice Submission for processing</p>	<p>For GW Employees (incl. student employees)</p> <p>Purchase in iBuy Travel portal</p> <p>Reimburse via iBuy Expense Reporting portal</p> <p>For Students and Non-GW Guests</p> <p>Collect receipts & W9 or W8BEN (for int'l) from individual</p> <p>Complete Payment Request Form</p> <p>Submit to AP via Invoice Submission for processing</p> <p>IF STUDENT: Submit Electronic Payment Auth. to Payroll prior to submitting docs to AP</p>
Quick Links	<p>PO Exception List</p> <p>iBuy website</p>	<p>GW University Wide Agreements</p> <p>Worker's Classification Info</p>	<p>Payment Request Form</p> <p>Endowment Request Form</p>	<p>Honorarium Recipient Form</p> <p>AP Invoice Submission eForm</p>	<p>Electronic Payment Authorization</p> <p>W9 W8BEN</p>