

PAYMENT REQUEST

PURPOSE: The Payment Request Form is the standard GW form used to pay for goods and services. Payments for goods and services are payments to any supplier that is a stipend student or NOT a GW employee. Payments in this category include:

- Payments to individual, partnerships or corporations that are not tied to a PO or Pcard
- Travel Reimbursements for non GW personnel. This includes stipend students.

PAYMENT REQUIREMENTS: These transactions have varying payment requirements based on the type of entity being paid. Listed below are the general requirements for all payments:

1. The Supplier (Payee) must be registered and active in the Supplier Maintenance database. The Supplier Registration Process is managed by GW's Procurement & Travel Services.
2. An Invoice(s) from the Supplier (Payee) must be provided. In certain instances a Payment Request Form (PDF) may be utilized with appropriate supporting documentation when an Invoice cannot be provided.
3. Before payment can be issued, the transactions must be approved pursuant to the Commercial Invoice Processing Policy (PDF).

PROCESS:

1. Initiator completes Payment Request form and has PI sign.
2. Initiator submits Payment Request, invoice and any other backup documentation needed to their respective SRA. Receipts are required for all charges for non GW people.
3. SRA reviews expense(s) against sponsored project.
4. SRA submits through the online Invoice Submission portal to OVPR.
5. Once OVPR approves the Payment Request will route to AP to be paid*

*AP Payment Terms: The University's standard payment terms are NET 30 (30 days from invoice date)

Version: September 2019

The George Washington University

- ** Use of this form is only required when an invoice does not have a vendor supplied invoice number. If the invoice does not have an invoice number, please do not create or assign one. Accounts Payable will apply an invoice number protocol.
- ** A single individual cannot serve as both the requester and the approver. Requests over \$100,000.00 require two approvals.
- ** Do not use the Payment Request Form for payments to international suppliers / payees with non-US bank accounts and/or when payment is in international currency. Use the Electronic Funds Disbursement Payment Request Form located at <http://accountspayable.gwu.edu/forms>.
- ** If payment is to a GW student, the address given on this form must be in the Banner system. If the address on the form does not match or is not active, payment will be directed to the student's active address in Banner.
- ** For purchases exempt from Competitive Source Selection, a purchase order is not required. If the purchase related to this request is exempt, identify the exemption in the PO NUMBER field. The exemption list is located at <http://procurement.gwu.edu/goods-and-services-arc-excmpt-competition>.

DATE: 07/08/2015

PAYMENT REQUEST

Psychology	Ja'net Burke	Old Main	403	4-2304	janetburke@gwu.edu
DEPARTMENT	REQUESTOR	BUILDING	ROOM	TELEPHONE	EMAIL
SUPPLIER/PAYEE <u>The Jane Goodall Institute</u>			SUPPLIER/PAYEE'S TAX ID # _____		
STREET <u>1595 Spring Hill Road</u>			(complete GWID, last 4 digits only of SSN, or last 4 digits only of EIN)		
SUITE/APT _____			US CITIZEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no is checked, then attach a copy of visa.		
CITY <u>Vienna</u> STATE <u>VA</u> ZIP <u>22182</u>			Is this payment for travel or entertainment expenses for any federal, state, or local public official (including family members)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Attachments to be included with the payment to the supplier/payee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Message to Accounts Payable: _____					
Please pay against PO 1000199154					

REGION (select one - foreign accounts only)		TYPE OF ACTIVITY (select one - foreign accounts only)			
Not Applicable		Not Applicable			
PO NUMBER or EXEMPTION		INVOICE NUMBER		INVOICE DATE	
		RE10001		Date of Invoice	
ORACLE ALIAS	NATURAL ACCOUNT	DESCRIPTION			AMOUNT
PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXPENDITURE DATE	\$ 16,014.77
32856	1	CCLS20679F	55561 (Natural Acct Code)	Date of Services/Travel	
ORGANIZATION		DESCRIPTION			
Home Dept Org		CONTRACT SERVICES-OTHER (Acct Code Description)			
PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXPENDITURE DATE	
ORGANIZATION		DESCRIPTION			
TOTAL DISTRIBUTION AMOUNT (TOTAL OF INVOICE)					\$ 16,014.77

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REQUESTOR SIGNATURE	<u>Intiator</u>	EXT.	DATE																														
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SUPPLIER #	SUPPLIER SITE	INVOICE #	INVOICE DATE	TAX REPORTING																													

The George Washington University

ACCOUNTING DISTRIBUTION					
PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXPENDITURE DATE	AMOUNT
ORGANIZATION			DESCRIPTION		
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PAGE TOTAL					\$ 0.00

Reset Page

Changes to GW Procurement Thresholds for Goods and Services

Procurement and Travel Services has announced increased thresholds for purchases requiring quotes, bids or RFPs for university funds and non-federal sponsored projects or federally-sponsored grants:

- You will only need one quote for federally-sponsored grants under \$10,000. This is an increase from \$3,500.* However, seeking competition for quotes is still strongly encouraged.
- You will only need to conduct a formal bid or RFP process for university funds, non-federal sponsored and federally-sponsored grants if the contract value** is \$250,000 or more. This is an increase from the previous threshold of \$150,000.

For more detailed information about these new thresholds and requirements, visit procurement.gwu.edu. The [Procurement Dollar Threshold Matrix](#) includes links to detailed information on required documentation for each funding source and threshold.

* NOTE: Federal contracts that follow the Federal Acquisition Regulations (FAR) remain at a competitive threshold of \$3,500, and a formal bid or RFP threshold of \$150,000.

** Contract value is defined as the base year inclusive of all option years.

NIH Issues Updated Salary Cap Guidance

The National Institutes of Health (NIH) has issued new guidance on salary limitations for grants and cooperative agreements. Effective January 6, 2019, the salary limitation for Executive Level II is \$192,300 (formerly \$189,600). For awards issued in that period that were restricted to Executive Level II, including competing awards already issued in FY19, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, grantees may rebudget funds to accommodate the current Executive Level II salary level. However, NIH will not provide additional funds to these awards. [View the NIH salary cap history and policy summary.](#)