

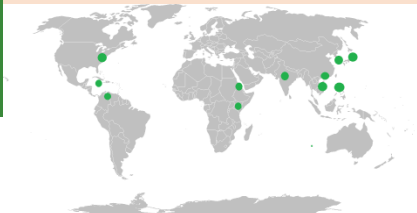
# Accounts Payable Tip for this Month



Accounts Payable Team

**AP Random Facts**

Our AP staff represents a total of eleven countries and three continents in the world. We are one diverse group exemplifying the Mason culture!



Map highlighting regions of the world represented at GMU AP

## Welcome Accounts Payable (AP) Tip for this Month!

Our goal is to provide regular updates and tips related policies and procedures for prompt payment processing. The tips will be developed from common inquiries we receive as well as timely topics based on the yearly cycle.

We hope to provide you useful and straightforward information to simplify the payment process, while also sharing tidbits of our dedicated and quirky staff.

We do not have the opportunity to meet all of you in person, so now you can put a face to the people working hard behind the scenes ensuring that your payments are processed promptly and accurately while Mason remains in good standing with the Commonwealth of Virginia payment policies.

Feel free to let us know of suggestions on future topics you may have.

## Tip 1: Proper PO & Invoice Submission Process

Please follow the steps below when invoices are submitted for payment to Accounts Payable to ensure prompt payment during fiscal year-end:

1. Provide the purchase order (PO) number (i.e., EPXXXXXX) to the vendor at the point of purchase.
2. Vendors are asked to submit invoice directly to AP. Invoices received at AP without a PO number are returned to the vendor. If the vendor sends an invoice directly to the department, please immediately send the invoice to AP using one of the following methods. Please remember to include the PO number on the invoice if not provided by the vendor.
  - a. Email invoice submission to [acctpay@gmu.edu](mailto:acctpay@gmu.edu)
  - b. Send the invoice via inter-office mail at MSN 3C1
3. Thoroughly review and verify the information contained on the invoice before approving for payment. The department authorizer must sign the invoice next to his or her printed name and approve for payment. Do not use initial or signature stamps.
4. The 30 days prompt payment policy begins on the date the invoice is received at AP.
5. For special handling, clearly note and highlight the request on the face of the invoice.
6. To check the status of invoice submitted for payment, contact us through [acctpay@gmu.edu](mailto:acctpay@gmu.edu)

## Example of Proper Invoice Submission with PO # and GMU AP address

1513087 Invoice

**France Casting**  
 1713 Willox Ct Ste A  
 Fort Collins, CO 80524  
 Phone #970-221-4044 Fax #970-482-4766  
 Visit Our Web Site at [www.francecasts.com](http://www.francecasts.com)  
 E-mail Us at [info@francecasts.com](mailto:info@francecasts.com)

Bill To  
**George Mason University**  
 Accounts Payable  
 #400 University Dr, MSN-3C1  
 Fairfax, VA 22030

P.O. Number	Terms	Company Rep	Full Order Shipped	Carrier	Invoice Counting EIR
EP2109662	Net 30	SW			

Ship Date: 09/15/16  
 Ship To: Shipping and Handling Charges