Accounts Payable Tip for this Month!

TIP 4: Payment Inquiry Portal at your Fingertips

Below you will find benefits of using the Payment Inquiry Portal:

- **View the payment status of student refunds, expense reimbursements, vendor invoices and so much more:** The Payment Inquiry Portal will help you eliminate having to call/email GMU Accounts Payable for payment inquiries. You will be able to get your answers immediately through this application, saving your staff time and effort.

- **How Does the Payment Inquiry Portal Work?**
  1. Click on the link to access the portal: gmu.invoiceinfo.com
  2. Enter two of following items: PO Number, G#, Invoice Number or Invoice/Reimbursement Amount and hit Search!
  3. If the results do not provide what you are looking for or you still have questions, please click on the Contact Us link on the left-hand side of the portal.

- **Other Benefits Include:**
  - Access to important information such as GMU Tax Exempt Certificate or a “How To” guide to enroll in electronic payments
  - Steps to ensure timely payments
  - Inform your vendors of the Payment Inquiry Portal to search for their payment status updates

December 7th, 2015 is the last day for invoice submission and payment processing before the holiday break. Please send invoices to acctpay@gmu.edu with the proper purchase number listed.

**AP Random Facts**

Did You Know?

Our Accounts Payable Accountant, Tuyen Nguyen, was presented with the “Outstanding Achievement Award” from George Mason University for her outstanding performance. We really appreciate her dedication and continuous hard work.

Tuyen Nguyen with her award.