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-are-exempt-competition.

DATE: _____

PAYMENT REQUEST

DEPARTMENT	REQUESTOR	BUILDING	ROOM	TELEPHONE	EMAIL

SUPPLIER/PAYEE _____

STREET _____

SUITE/APT _____

CITY _____ STATE _____ ZIP _____

SUPPLIER/PAYEE'S TAX ID # _____
(complete GWID, last 4 digits only of SSN, or last 4 digits only of EIN)

US CITIZEN? ☐ Yes ☐ No If no is checked, then attach a copy of visa.

Is this payment for travel or entertainment expenses for any federal, state, or local public official (including family members)? ☐ Yes ☐ No

Attachments to be included with the payment to the supplier/payee? ☐ Yes ☐ No

Message to Accounts Payable: _____

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

ORACLE ALIAS	NATURAL ACCOUNT	DESCRIPTION	AMOUNT

PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXPENDITURE DATE	
ORGANIZATION			DESCRIPTION		
PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXPENDITURE DATE	
ORGANIZATION			DESCRIPTION		
TOTAL DISTRIBUTION AMOUNT (TOTAL OF INVOICE)					$ 0.00

	PRINTED NAME & TITLE	EXT.	DATE
REQUESTOR SIGNATURE			
APPROVAL SIGNATURE			
APPROVAL SIGNATURE			
OVPR APPROVAL SIGNATURE			

SHADED AREAS FOR ACCOUNTS PAYABLE USE ONLY

AUDITED BY:

☐ EMPLOYEE

☐ NON-EMPLOYEE

SUPPLIER #	SUPPLIER SITE	INVOICE #	INVOICE DATE	TAX REPORTING

The George Washington University

ACCOUNTING DISTRIBUTION

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

Reset Page

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Accounting Distribution

ORACLE ALIAS	NATURAL ACCOUNT	DESCRIPTION	AMOUNT
		PAGE TOTAL	$ 0.00

Reset Page