Frequently Asked Questions:

What do we do in accounts Payable?

- Review and create GMS contracts before routing for Main Campus approvals
- Review and approve Requisitions in GMS
- Review and approve Expense Reports in GMS
- Review and reconcile Monthly procards statements
- Approve procard journals in GMS
- Provide the customer
- Liaison for procurement

What is a requisition?

- Internal request to purchase Goods & Services

When is a Requisition Required?

- Contracted Purchase
- Non-Contract >$500.00
- Purchase of Goods of Services
- Connect to Supplier Website

What is a PO?

- A Purchase (PO) order is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services it is used to control the **purchasing** of products and services from external suppliers.

  [https://georgetown.app.box.com/s/51vhm6u5umkouc1vuy8z](https://georgetown.app.box.com/s/51vhm6u5umkouc1vuy8z)

What do I do with PO?

- Send PO over to vendor for their records to be included on all invoices submitted for payments
- Reference invoices for service/goods
• Write PO number on invoices and sent to
  Law.pobased.ap@georgetown.edu

How do I pay an invoice for?
• 500.00 Pay with procard or pay by using the small invoice form
• 500.00 -9,999 doesn’t require a contract can be processed by using pobased
• 10,000 requires a contract

When is a miscellaneous form required?
• Student refunds (for students who are non-GU workers)
• Non-Employee Expense Reimbursements
• Legal Services and Legal Claims
• Application and Deposit refunds for Prospective students
• Royalty Payments
• Honoraria Prizes and awards for non-employees
• Other miscellaneous payment request
• Urgent request
• Wire payments

*suppliers must register to obtain a supplier ID

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https://georgetown.app.box.com/s/fmt1q62jp3zpsahrb8jo

What is a contract?
A formal legally binding agreement with the supplier which specifies scope, terms, pricing and etc.

When is a contract not required?
• Contracts are not required for purchases 10,000 or less unless policy exceptions apply;
• Purchase of goods of any dollars amount, if they do not include services (installation, maintenance, etc.), can be purchased via Purchase Order.
• Goods and/or services of 10,000 or less do not require bids.
• No Goods are to be received and/or services received prior to execution of an agreement or issuance of a valid purchase order.

When is a contract required?

• For group transportation
• ICA’s
• Equipment lease and equipment maintenance
• Services involving interaction with minors
• On campus catering when alcohol is served
• GU sponsored off-campus student activities
• When a supplier requires a signature on their terms

https://financialaffairs.georgetown.edu/policies

What is an Independent Contract Agreement?

• An ICA is an agreement between Georgetown University and: (a) an individual or (b) a company with two or fewer employees.

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When is an Expense report required?

• An expense is used to reimburse GU employee’s (Faculty & Staff and student workers.)

https://gms.georgetown.edu/training/expense-reports
What is a procard?

- A procard is a university credit card which authorizes users to order directly from vendors, with funds taken electronically from and authorized budget.

https://sites.google.com/a/georgetown.edu/purchasing-contracts/ProCard

https://gumc.georgetown.edu/finance/procardoffice

How do I manage my procard transactions?

- All charges should be allocated to the appropriate worktag string account codes and ledger account.

- Receipts and a detailed description of activities should be attached to the Bank statement. Please include the university business purpose of who, what, when, why, and where.

- If necessary, the cardholder should reimburse the University for any personal, non-business charges, and such charges should be reported to the departmental administrator. All checks should be deposited in Student Accounts. Please note that the deposit should go into the same account that the incorrect charge came from.

What is Payment Net?

- Payment Net is a software for GU procard Reconciliations.

How do I allocate my procard charges?

- In Payment Net

1.) Go to: The transactions Tab and Select Manage. Click on the transaction you wish to view.

2.) Input the Reconciliation Information: Account Coder, Cost Center, and Business Purpose.
3.) The **Add Lines** button allows the ProCard Holder to Split Transactions.
4.) After making any changes, **Save** the updates before leaving the page.
5.) **Help Resources** are at the top of the screen.

**When is a procard Journal Voucher required?**

- When charges are not allocated to the JP Morgan Website by the monthly cutoff date which once cutoff deadline for JP Morgan a procard journal is required to move charges out of S0193.
- Don’t forget to include the cardholders name, statement and month in the memo section.

[https://georgetown.app.box.com/s/5o09wf4x3rl0uc2vs5r](https://georgetown.app.box.com/s/5o09wf4x3rl0uc2vs5r)

**Where to find online presentations and tutorials?**

- **GMS /Training**
- **Procurement tutorial:** [https://gms.georgetown.edu/training/procurement](https://gms.georgetown.edu/training/procurement)
- Requistitioner training - [https://gms.georgetown.edu/training/procurement/requisitioning](https://gms.georgetown.edu/training/procurement/requisitioning)
- **Journal Preparer :** [https://georgetown.app.box.com/s/1pjats4g9nc9tbf2eh1](https://georgetown.app.box.com/s/1pjats4g9nc9tbf2eh1)
- **Expense Reports:** [https://gms.georgetown.edu/training/expense-reports](https://gms.georgetown.edu/training/expense-reports)
- **Contract Forms:** [https://sites.google.com/a/georgetown.edu/purchasing-contracts/](https://sites.google.com/a/georgetown.edu/purchasing-contracts/)

**Email addresses: for**

- **Miscellaneous payment forms: reimburse non-GU employees, pay legal bills.** [Law.miscellaneous.ap@georgetown.edu](mailto:Law.miscellaneous.ap@georgetown.edu)
- **Send Invoices to: vendors for department administrators is to submit invoices to:** [Law.pobased.ap@georgetown.edu](mailto:Law.pobased.ap@georgetown.edu)
- **Urgent Payments-Wires:** [Law.urgent.ap@georgetown.edu](mailto:Law.urgent.ap@georgetown.edu)