



AP PAYMENT REQUEST FORM

Campus Reference#/PO# _____

10 digit alpha/numeric

Use this form for **non-employee** payments for categories specifically listed on this form. Payments to Georgia Tech students must be processed on the Georgia Tech Student Payment Request Form. Use BuzzMart for all catering, supplies, equipment, service agreements and other invoiced transactions.

PROCESSING: Please submit form and supporting documents as a single PDF attachment to apinvoices@gatech.edu. To avoid processing delays, please ensure that all supporting documentation and appropriate approvals are included when submitting this form. Processing time for AP payment requests, if all information is correct, is 3-5 business days* upon submission of the form to AP. *This does not include 24 hours for AP queue upload.

Pay from BuzzMart PO

FY18 Pre-Paid Expense using State Funds

BUSINESS PURPOSE / DESCRIPTION: _____

PAYMENT CATEGORIES	AGENCY FUND PAYMENT: Account 791000 (except rent payments and services - use actual expense account number)
	BUZZCARD CENTER PAYMENTS
	FERST & STUDENT CENTER, STUDENT SERVICES & CRC PAYMENTS (Contracts \$2500 and over require e-Verify BuzzMart PO#) Account 751110
	HUMAN SUBJECTS/ RESEARCH PARTICIPANT PAYMENTS Account 751510, 751350
	INTER-AGENCY TRANSFER / AFFILIATED ORG/ LEGAL / JOINT STAFFING
	NON-GT STUDENT TRAINING STIPENDS, NON-EMPLOYEE AWARDS (Sponsored Funds Only)
	PRE-PAYMENT: SUBSCRIPTION / INSTITUTIONAL MEMBERSHIP / CERTIFICATIONS/ DEPOSITS (Attach signed contract)
	REFUND: NON-EMPLOYEE (Key Deposit, Course Deposit, Buzz Card) Use original account used for deposit.
	REGISTRATION (Conference, Workshop) Account 727100 and ALL INCLUSIVE MEETING PACKAGES Account 727100
	REIMBURSEMENT for NON TRAVEL related Institute purchases made from personal funds (original receipts must be attached) Account 727130 * All travel for non-employees reimbursed via the TES Form. All employee reimbursements are via the T&E System.
	ROYALTY PAYMENTS
OTHER - Must be preapproved by Accounts Payable Manager/Director to use this category	

NRA	FOREIGN NATIONAL / ENTITY	Service, Stipend, Fellowship, Award	Service not in US (Account 751650)
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PAYEE INFO	Payee Name (Last, First Name for Individuals): _____ Address: _____ Email: _____ City: _____ State: _____ Zip: _____ Country: _____ VENDOR ID: _____ Vendor Look-Up ALL NEW US VENDORS REQUIRE SUBMISSION OF E-VENDOR PROFILE
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ACCOUNTING INFO	Project #: _____ Account Code: _____ Amount: \$ _____ Project #: _____ Account Code: _____ Amount: \$ _____ Project #: _____ Account Code: _____ Amount: \$ _____ Project #: _____ Account Code: _____ Amount: \$ _____ Link to Chart of Accounts Total: \$ _____
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MAIL	NOTE: ALL PAYMENTS ARE SENT VIA U.S. MAIL OR ACH, UNLESS OTHER ROUTING REQUESTED BELOW: CAMPUS MAIL MAIL CODE: _____ CALL FOR PICK-UP PHONE #: _____ Special Handling Reason _____
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DEPT/UNIT APPROVAL	<p>"I certify that I have reviewed this payment and find it compliant with Georgia Tech procurement policies & procedures. This payment is an appropriate expense to the fund source(s) identified and I hereby authorize payment."</p> Authorized Approval Signature: _____ Date: _____ Printed Name of Approver: _____ Title: _____ Supplemental Approval (\$3000 +): _____ Title: _____ Printed Name of Department Contact: _____ Phone: _____
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Route form electronically to Accounts Payable as a pdf attachment to apinvoices@gatech.edu

Questions: ap.ask@business.gatech.edu

FORM: AP PAYMENT REQUEST FORM 02/2017