Invoice Format Requirements

1. Invoices must have a university Purchase Order number listed on the document. The PO number can be obtained from the person ordering the goods or services. Valid PO numbers will have a prefix of 'EP' followed by a 7 digit number, or an Encumbrance Number starting with 'E'. Numbers starting with 'PR' **are not** valid Purchase Order numbers.

2. Each invoice should be emailed to acctpay@gmu.edu in a separate PDF file (one invoice per attachment). GMU prefers invoices to be sent via email instead of regular mail to decrease our carbon footprint.

3. 'Bill to' should address George Mason University

4. Provide a 'Remit To' address on the invoice. This is the address GMU will use to process payment.

5. Provide a unique Invoice Number

6. Provide Invoice Amount

Invoices that do not contain the above required elements will be sent back to you for correction, which in turn, may result in delayed payment. Invoices are paid NET 30 from the date proper invoices are received at GMU Accounts Payable department or when goods/services are rendered, whichever is later.

Steps to Ensure Timely Payments

1. Provide the GMU contact name or contact department

2. Provide the date services were provided or goods shipped

3. Do not send GMU duplicate invoice, quotes, work order or letters unless requested

4. Do not re-use invoice numbers

Credit Memos Format Requirements

When submitting a credit memo, please be sure to reference the related:

1. Original Invoice number for the credited amount

2. Purchase Order number

3. Contact person who ordered goods/services at GMU

GMU prefers E-Invoicing over Regular Mail

Send invoices in PDF format electronically to acctpay@gmu.edu; one invoice per attachment with the Purchase Order Number noted on the invoice. For further clarification on proper invoice submission, reference *Invoice Format Requirements* section of this document.

To further streamline the electronic invoice submission process, follow the following guidelines:

1. Note the Vendor Name, Purchase Order number and Invoice number on the subject line

2. Do not mail us the original paper invoice if the same invoice has been sent to us via email

Statement Submission Process

Please send your statements via email to acctpay@gmu.edu with subject line "Statement, Company Name, Date of the Statement". Do not send invoices and statements within the same email or PDF document.

Do You Accept Visa?

If yes, George Mason University invites to sign up for our NET 20 Credit Card payment program by emailing us at evendor@gmu.edu letting us know of your interest in joining and provide the following information:

1. The payment address for your vendor
2. The main point of contact (POC) and email address for the account. The provided POC should be able to keep one of our corporate credit card account numbers on file and process our payment upon receipt of an email remittance notice to charge the card

Check out www.bankofamerica.com/epayablesvendors to learn more about the benefits of ePayables, how it works and read the answers to frequently asked questions

Keep in mind the Epayables NET 20 program is a credit card payment transaction that will incur the standard merchant fees associated with this type of payment terms. George Mason University does not collect any fees for processing electronic payments. The set up process take 2 – 3 weeks for your account to be active.