



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 _____ FY19 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, Revenue) Use original account used for deposit.
	REGISTRATION (Conference, Workshop) 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.
	RENT TRUE-UP PAYMENTS
	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**)

PAYEE INFO
 Payee Name (Last, First Name for Individuals): _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____ Country: _____
 VENDOR ID: _____ **ALL NEW US VENDORS REQUIRE SUBMISSION OF E-VENDOR PROFILE**
[Vendor Look-Up](#) **Exception:** Research Participants, Refunds, or Reimbursements

ACCOUNTING INFO

Project #: _____	Account Code: _____	Amount: \$ _____
Project #: _____	Account Code: _____	Amount: \$ _____
Project #: _____	Account Code: _____	Amount: \$ _____
Project #: _____	Account Code: _____	Amount: \$ _____
Link to Chart of Accounts		Total: \$ _____

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 NAME/PHONE #: _____
 Special Handling Reason _____

DEPT/UNIT APPROVAL
"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."
 Authorized Approval Signature: _____ Date: _____
 Printed Name of Approver: _____ Title: _____
 Supplemental Approval (\$3000 + _____ Title: _____
 Printed Name of Department Contact: _____ Phone: _____

Route form electronically to Accounts Payable as a pdf attachment to apinvoices@gatech.edu