Invoice Number Protocol

The invoice number protocol has been revised and simplified. Please use this protocol to assign numbers to invoices prior to submission to Accounts Payable.

- Use the invoice number assigned to the invoice by the supplier.

- If no invoice number is assigned, use the table below to create an invoice number.

Type	Naming Convention	Date of Request	Example
Invoice with invoice number	Use the invoice number assigned to the invoice document	Use the invoice date	
Subscription/membership	Account number + date	Use the date on the subscription/member billing notice.	1234567082119
Hotels	Use folio or AR number plus date	Use the date on the folio or other document showing the balance owed.	1234567082119
Award	Use payee's initials + date of request+AWARD (+FI, if foreign)	Use the date on the award letter.	TB100113AWARD for Tweety Bird TB100113AWARDFI for Tweety Bird (foreign national, foreign entity or foreign individual)
Prize	Use payee's initials+ date of request+PRIZE (+FI, if foreign)	Use the date on the prize letter.	FL111712PRIZE for Foghorn Leghorn FL111712PRIZEFI for Foghorn Leghorn (foreign national, foreign entity or foreign individual)
Death Benefit	Initials + date of request+COMP	Use the date of death.	MM101013COMP for Minnie Mouse
Fellowship	Use payee's initials +date of request+FELLOWSHIP (+FI, if foreign)	Use the date on the fellowship award letter.	RR110113FELLOWSHIP for Road Runner RR110113FELLOWSHIPFI for Road Runner (foreign national, foreign entity or foreign individual)
Gift	Use payee's initials+date of request+GIFT (+FI, if foreign)	Use the date on the gift letter.	EF083013GIFT for Elmer Fudd EF083013GIFTFI for Elmer Fudd (foreign national, foreign entity or foreign individual)

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Honorarium	Use payee's initials+ date of request+HONOR(+FI if foreign)	Use the date on the honorarium form in the top left hand corner.	BB110713HONOR for Bugs Bunny BB110713HONORFI for Bugs Bunny Fudd (foreign national, foreign entity or foreign individual)
Reimbursements	Use payee's initials+date of request+RE (+FI if foreign)	Use the oldest receipt date.	DD110413RE for Daffy Duck DD110413REFI for Daffy (foreign national, foreign entity or foreign individual)
Petty Cash	Use payee's initials+date of request+PETTYCASH	Use the date of the petty cash reconciliation form.	DD011419PETTYCASH for Daisy Duck
GCAS Refunds (generates payments)	Use payee's initials+date of request+GCASRF	Use the date of the payment request.	EF083013GCASRFfor Elmer Fudd
GCAS Refunds (does <u>not</u> generate payments)	Original invoice number associated with refund in EAS+GCASCM	Use the original invoice date	083013GCASCM
Scholarships	Use payee's initials+date of request+SCHOLAR (+FI if foreign)	Use the date on the scholarship award letter	BB110713SCHOLAR for Bugs Bunny BB110713SCHOLARFI for Bugs Bunny (foreign national, foreign entity or foreign individual)
Relocation	Use payee's initials+date of request+RELOCATION		WC090413RELOCATION for Wiley Coyote
Settlement	Use payee's initials+date of request+SETTLEMENT	Use the signature date of the GW person signing the settlement agreement.	HB071613SETTLEMENT for Hector Bulldog
Service (for individual reportable payments, i.e. contractors)	Use invoice number, if assigned by the supplier If not number is assigned, use the payee's initials and date+SERV, (+FI if foreign)	Use the invoice date. Use the service date.	When an invoice number is not assigned: PC123454SERV for Patty Cake PC123454SERVFI for Patty Cake (foreign national, foreign entity or foreign individual)

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Other	Use the invoice date+whole dollar amount of the invoice	Use the invoice date	For invoice dated July 3, 2019 with an invoice total of $345,627.98 your invoice number would be 070319345627

Please direct questions to AP Customer Service at apcustsv@gwu.edu.

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