SUBMIT APPROVED PROJECTS' INVOICES FOR PAYMENT

In one email to hoangnga.lutan@guestservices.com , please include the following document:

1. copy of actual invoice
2. on the invoice, please write "approve to pay", actual vendor name, amount, Project ID number, sign and date
3. if assets are in service at the time you submit the invoice for payment, please provide the actual date of service (mm/dd/yyyy) in the email – please DO NOT submit future date of service
   - if not, once the assets are in service, it is the cost center's responsibility to inform us the actual date of service – again, please DO NOT submit future date of service
4. if project is completed at the time you submit the invoice, please let us know
   - if not, once the project is completed, go to the appropriate Project to send us the notification using the Activity Box

NOTE:

1. Weekly Check Run will still be on WEDNESDAY
2. For invoices payment to be included in Wednesday check run, please make sure you submit the invoices for payment request by no later than Tuesday 4pm Eastern Time

SUBMIT REQUEST TO RE-CLASS TO AN APPROVED PROJECTS

In one email to hoangnga.lutan@guestservices.com , please include the following document:

1. copy of the actual PAID invoice
2. on the invoice, please write "approve to re class", from Spend Category, amount, Invoice number (V########), Project ID number, sign and date
3. if assets are in service at the time of the request to re-class, please provide the actual date of service (mm/dd/yy) in the email - (DO NOT submit future date of service)
   - if not, it is the cost center's responsibility to inform us once assets are in service, please provide us the actual date of service by going to the appropriate Project to send us the notification using the Activity Box

*** Workday Finance Training resources go to **gsiemployees.com/workday** *******