

Prepaid Invoice(s) Submission

Version No: 1


Date Issued: 6/25/2024

Instructions

I. Code invoice with the following:

- Cost Center (CC0####)
- Spend Category (i.e. Computer Software Expense)
- Amortization Period**
- Contact Name at unit for Invoice Inquiries
- Signature of approval to pay

*** Amortization periods must be displayed on the invoice, if no period is included, please also submit additional support (i.e. contract) to verify*

CC05730
Computer Software Expense
Angie Thurston
Please amortize 6/2024 - 4/2025

6/24/2024

Coding may be typed OR handwritten for Prepaid Invoices Only.

II. Submit Coded Invoice(s) as follows:

- Email: ap@guestservices.com
- Email Subject: PREPAID - Supplier Name - Supplier Number

III. AP will enter the invoice(s) into Work Day

IV. Invoices(s) will then go through review by GL to be **approved** or **denied** for prepaid.

V. Invoice Approval Process

- If **Approved**:
 - Invoice will then go through manager approval process in Work Day.
- If **Denied**:
 - Invoice will be processed by AP and charged to the Spend Category.

VI. After final Manager approval, the invoice will then be scheduled across the correct months.

There have been **NO CHANGES** made to the GSI Prepaid Invoice Policy.

All invoices must meet the prepaid requirements to be submitted.