

Accounts Payable Frequently Asked Questions (FAQ)

When are checks cut?

All invoices that are approved by Tuesday at 5:00 p.m. are processed that Wednesday and disbursed on Thursday. Checks can be held for pickup with a valid reason and will be available at the Bishop Alumni Center on Thursday. If the check is not picked up by the close of business, 5:00 Thursday, the check will be mailed out to avoid delay. Please email Anthony Ursillo at FoundationAccounting@georgiasouthern.edu to communicate the need for a check to be held for pickup.

How do I submit a request for reimbursement to a faculty/staff/student, or payment to a vendor?

Payment requests should be submitted through the Web Invoicing System through Financial Edge NXT. If you currently do not have an NXT account, please contact Matthew Maylath at FoundationAccounting@georgiasouthern.edu to establish an account.

I don't see my vendor/faculty/staff/student in the system. How do I add them?

For faculty/staff/students please email Anthony Ursillo at FoundationAccounting@georgiasouthern.edu with the name, Eagle ID, and preferred mailing address for the check (can be home address or campus address)

For external vendors please email a copy of the W-9 from the business.

Turn around for vendor setup is typically a day or less, but please allow for five business days.

Student Awards

Student awards must be paid through Financial Aid and deposited into the student account. To process a request for a student award please email Jill Forehand at jforehand@georgiasouthern.edu with the student's name, Eagle ID, award amount, and Foundation project that will fund the award. No checks will be made from the Foundation to the student as an award.

Faculty/Staff Awards

Faculty and staff awards must be paid through the University and require prior approval from the Human Resources Office, Business and Finance Office, and OneUSG. A Personnel Action Form (PAF) must be completed to process the request. The PAF should use a chart stream linked to the Foundation project being used, described later in this FAQ

Faculty/Staff Travel

Faculty and staff travel must be paid through the University. The travel expense submissions should use a chart stream linked to the Foundation project being used.

Using Foundation Funds through the University

For certain expenses it is preferable or necessary to make the payment through the University utilizing Foundation Funds. In these instances, please contact the [University Budget Office](#) to establish a Speedchart in your department that links to the Foundation project being used. When submitting your expense, use that Speedchart. The University is billed monthly for these expenses and once the expense is submitted no further input on your part is required.

Can our department purchase/expend...?

Please thoroughly read and understand the Foundation Expense policy linked on the Foundation website. Expenditure decisions are ultimately left to the discretion of the signature authority of the Foundation project being used. The Foundation will **not** reimburse for gift cards, or other like-cash items. Faculty/staff compensation, travel, and student awards **must** go through the University.