

[Accounts Payable Quick Reference Guide](#)

The following is a list of tips and reminders to promote and maintain a seamless payment and reimbursement process between Accounts Payable and the entire GoTriangle organization. If, at any time, you have questions or concerns, please contact Accounts Payable for clarification at AccountsPayable@gotriangle.org.

Accounts Payable Email Addresses and Contact Information

For general Accounts Payable questions or concerns, please email AccountsPayable@gotriangle.org

To submit an invoice or reimbursement request to Accounts Payable, please email invoice@gotriangle.org

Mailing Address: GoTriangle, Attn: Accounts Payable, 4600 Emperor Blvd., Durham, NC 27703

Accounts Payable Primary Contact: **Brett Hawkins**, 919-485-7435 (office), AccountsPayable@gotriangle.org

Accounts Payable Secondary Contact: **Jennifer Hayden**, 919-485-7418 (office), jhayden@gotriangle.org

Account Codes

When submitting Check Requests, Invoices, or Reimbursement Requests to Accounts Payable, please use the following code structure (see the example below for 01-05-00-6001):

| <i>Fund</i> | <i>Dept.</i> | <i>Sub Dept.</i> | <i>Object Code</i> |
|-------------|--------------|------------------|------------------------|
| 01 | 05 | 00 | 6001 (Office Supplies) |

CORRECT: 01-05-00-6001

INCORRECT: Finance 6001 or GF 6001

Check requests or invoices submitted for payment without the full account code will be returned for correction prior to processing. This allows Accounts Payable to charge the correct department for the expense(s). **Durham, Orange, Wake, or GoTriangle Project IDs are also required if Fund 41, 42, 43, 93, or 99 are charged.** If you need clarification, please contact Accounts Payable at AccountsPayable@gotriangle.org

Invoice Approval

Accounts Payable will route all invoices and payments requests via Adobe Sign that need approval and coding. Adobe Sign will send automatic reminders each day if the document is not signed. If you need Accounts Payable to route an invoice or document that you personally received, please email the document to invoice@gotriangle.org.

Payment Timeline

GoTriangle operates on a Net 30 payment schedule for all outside vendor invoices. Please communicate with all vendors requesting payment that our organization operates on a Net 30 payment schedule. GoTriangle processes payments every other Friday, opposite payroll week. In addition, GoTriangle is not obligated to process any payment outside of the pre-established bi-weekly payment schedule.

Travel Reimbursements

Itemized receipts are required for reimbursement. Any expense that does not have a supporting itemized receipt will not be reimbursed, per GoTriangle's Travel Policy, found on the GoTriangle Intranet. Current Travel Forms can be found on the GoTriangle Intranet → Finance & Administration → Finance Forms. Please use the Travel Forms on the Intranet, not saved copies, as the documents are updated occasionally.

New Vendors and W-9 Requests

If payment needs to be issued to a new vendor (one that we haven't used before), please submit the vendor's current W-9 to Accounts Payable at AccountsPayable@gotriangle.org. Payment cannot be issued to a new vendor until a W-9 is submitted to Accounts Payable. Department managers, supervisors, and/or admins are responsible for requesting the W-9 from the new vendor.