Grambling State University

Controller's Office ● Long Jones Hall ● Rm 263

Agency Account - Procedures

Payment

- Vendor payment request form along with back up documentation is required upon the request of funds. This form should be submitted to the Controller's Office.

- The Controller's Assistant verifies that there is enough money available on the account.

- The form is then submitted to the Vice President for Finance for review and final approval to pay.

- After final approval the form is submitted to Accounts Payables to process payment (Except Sodexo).

  Note: The form is emailed to Sodexo to provide an invoice for payment.

- Then Sodexo provides the invoice and approved form to Accounts Payable to process payment.

- A check/direct deposit is then processed for payment.

Deposit Funds

- Funds to be receipted, should be taken to the Cashiers' window with full account number (700- xxxxxx)

- Cashiers window will provide a receipt.