



# Georgia Institute of Technology

Accounts Payable Department

## Important Invoice Information for Georgia Tech Vendors

To ensure prompt payment of invoices, invoices should be sent directly to Accounts Payable:

Georgia Institute of Technology  
Attn: Accounts Payable  
711 Marietta Street  
Atlanta, GA 30318

Or, single invoices can be scanned and sent as email attachment to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)

- All invoices must reference a 10-digit PO# (Contact the person that placed the order to secure a PO# prior to submission of the invoice)
- Payment Terms are net 30 days
- Georgia Tech is exempt from sales/use tax for good received in Georgia:  
<http://www.procurement.gatech.edu/sites/default/documents/GAExempt.pdf>
- Electronic payments can be made by registering through Georgia Tech's Bank of America PayMode ACH process: <http://www.paymode.com/gatech>
- Contact [ap.ask@business.gatech.edu](mailto:ap.ask@business.gatech.edu) for Accounts Payable customer service
- Phone service 404-894-5000
- Website: <http://www.procurement.gatech.edu/payables>

**Accounts Payable Department**  
Atlanta, Georgia 30332-0253 U.S.A.  
PHONE 404-894-4604  
FAX 404-894-8195