

INVOICING POLICY

Invoices for services will be sent by email or postal mail on the 15th and last day of each month.

CAMPUS DEPARTMENTS

Campus Departments are required to submit PeopleSoft Account information at the time of reservation. Reservations will not be confirmed without account information and authorization to charge account, when applicable. Accounts will only be charged when charges for space, equipment or services apply. Prices for requested services will be indicated at the time of reservation and prior to any charges.

STUDENT ORGANIZATIONS

Student Organization invoices will be electronically sent to the individual responsible for the reservation. Payment should be made within 30 days of receipt of the invoice. Acceptable methods of payment are cash, check, and credit cards (Visa, Discover and MasterCard). Please include the invoice number on all payments.

All checks should be made payable to:

Georgia Tech Student Center
Attn: Event Services
350 Ferst Drive, N.W.
Atlanta, Georgia 30332-0458

Payments may be made in person at the aforementioned address on the 3rd floor of the Student Center in the Administration, Operations and Programs office.

Outstanding invoices are subject to the following compounding consequences:

1. After 30 days: Late notice sent
2. After 60 days: Suspended from making future reservations
3. After 90 days: The account will be considered delinquent. The Office of Leadership and Civic Engagement will be advised of Student Organization delinquent accounts. The appropriate campus department manager, director or supervisor will be advised of the delinquent campus department accounts. All future reservations will be cancelled and the group will be suspended from making new reservations.