

# Request for Payment: Instructions

## Outline of Process:

1. Department orders goods/services. Vendor ships/delivers the goods/services.
2. Vendor forwards invoice to the PD department for processing.
3. PD checks the invoice and forwards to originating department for payment approval.
4. Department completes Check Request form, attaches the original invoice and forwards to the PD.
5. PD verifies signature authority.
6. PD issues payment to vendor.

## About the Form:

Requests for Payment (also known as "Check Requests") are completed when a check is due to an individual, vendor, company, firm or other organization outside the University that has provided, or will be providing, a product or service to the University.

If the payment is for services rendered or goods purchased in the past, the payment will reference the invoice(s) provided to the University from the issuing company. The "bill" is referred to as an invoice throughout this guide. If the payment is for future services or goods, the Request for Payment will refer to applications or other forms associated with the purchase or service provided by the issuing company.


Requests for Payment are completed when the services or product expenses total under \$2,000. If expenses total \$2,000 or more, payments must be made via a Purchase Order.

## Instructions for Completing the Form:

1. Enter the name of the individual or company to whom the payment is being made.
2. Enter the mailing address of the individual or company to whom the payment is being made.
3. Enter the date the payment is due to the vendor or due to obtain any discounts. The Payments Department requires a minimum of five full business days to process a Request for Payment.
4. Check this box if the check payment is to be mailed directly by the PD to the payee.
5. Check this box and fill in the blank if the payment check is to be picked up by an SPU employee (usually the employee completing the check request) who will then mail the check to the Payee him/herself. If you check this box, be sure to list a phone extension for the contact.
6. Check this box and fill in the blank only if the PD is to handle the payment check in a fashion other than mailing it directly to the payee or holding it for pickup by an SPU employee (i.e. if the payee is going to be on campus and would like to pick up the check him/herself). (Note: Check only one box.)
7. Enter a brief description of the purpose of the payment.
8. Enter the invoice number. If there is no invoice number, complete this section with another identifying number, or with a very brief description that would be of significance to the payee. This description will be printed on the check stub that is sent to the vendor.
9. Enter the date of the invoice.
10. Enter the total amount of the invoice.
11. Calculate any discount indicated on the invoice and note the dollar amount of the discount in this section. (For example, on occasion law firms will offer a 1% discount on all invoices paid within ten working days. Count 1% of the invoice and enter this amount here.)
12. If you're using the online Excel form, this column will calculate automatically. If you are using a hard-copy form, subtract the discount from the gross amount and enter the net dollar amount in this section. If there is no discount offered, carry the gross amount over as the net amount.
13. Enter the fund number of the department budget in which the expenses are to be charged. If charges on the invoice are to be divided among multiple departments, list each budget number separately.
14. Enter the org number of the department in which the expenses are to be charged. If charges on the invoice are to be divided among multiple departments, list each org number separately.
15. Enter the account code which best describes services rendered or equipment purchased. If charges on the invoice are to be divided among multiple account codes, list each account code separately, regardless if the fund/org budget numbers are the same or different.

- 16. If the expense is to be charged to an activity code, enter that activity code(s) here.
- 17. Enter separately the dollar amount to be charged against each budget number and object code in this section. The total amount in this column (16) should match the total in the net amount column (13).
- 18. Leave this section blank. The PD will total this column and make any adjustments related to "Use Tax."
- 19. Sign and date the form.
- 20. Gain approval signatures if the transaction is over your signature authority. Requests for Payment over \$2,000 require a VP override.
- 21. If the transaction is over \$2,000, budget verification will occur in the Payments Department.
- 22. "Approved for Payment" is for PD use.

**Note:** Send the white/original copy of the Request for Payment, the original invoice, and a photocopy of the invoice to the Payments Department (PD) for processing. The yellow/duplicate copy of the Request for Payment and a photocopy of the invoice remain in the initiating office for their records. If more than one budget number was entered (see # 14), send photocopies of the RFP and invoice to each SPU employee monitoring each budget.

		<b>REQUEST FOR PAYMENT</b>				SEND ORIGINAL TO FINANCE OFFICE WITH SUPPORTING INVOICES, DOCUMENTATION, ETC.						
PAYEE INFORMATION NAME _____ 1 ADDRESS _____ 2 _____ _____		DUE DATE _____ 3 <small>Minimum 5 days after accounting receives request.</small>				<b>DISPOSITION OF CHECK:</b> 4 <input type="checkbox"/> MAIL TO OFF-CAMPUS ADDRESS 5 <input type="checkbox"/> PICK UP WHEN READY      PHONE EXT _____ 6 <input type="checkbox"/> OTHER _____						
DESCRIPTION AND PURPOSE OF PAYMENT: (MUST BE COMPLETED IN ORDER FOR PAYMENT TO BE MADE)												
7												
						<b>AUTHORITY SIGNATURE</b>		<b>DATE</b>				
						PAYMENT REQUESTED BY _____ 19		_____ 19				
						APPROVED BY _____ 20		_____ 20				
						BUDGET APPROVAL _____ 21		_____ 21				
						APPROVED FOR PAYMENT _____ 22		_____ 22				
<b>CHECK STUB -- PAYMENT INFORMATION</b>												
LINE	P.O. NUMBER	DESCRIPTION (16 MAX.)	DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	ACCOUNT				AMOUNT +DB (-CR)	P.O. AMOUNT
							FUND	ORG	ACCOUNT	ACTIVITY		
		8	9	10	11	12	13	14	15	16	17	18
		USE TAX					11002		22402			
<b>TOTALS →</b>						<b>23</b>						