

Instructions for the Accounts Payable Payment Request form:

1. Go to K drive, Forms, Financial Edge Forms, Accounts Payable Payment Request form for Financial Edge

2. Complete the form in either of two ways:

a. Print the blank form, make copies, and manually (in pen please, not pencil) fill out both the top and bottom forms. Keep the bottom part for your own records. (Exception: If the request is for cash that will later need to be reconciled with the cashier, Business Services will need two AP Payable Request forms. In that case, please make a copy for your own records.)

OR

b. Copy this form to your J drive, or personal folder. Then fill out the form on the computer. Fill in the blanks on the top form. ("Total Amount" in blue in the "Payment" section will be automatically calculated as account number and amount is filled in on the lower portion of the form.) The second form (duplicate) will be filled in as the top form is completed. There is no need to type it again. Print, then tear off and retain the bottom (duplicate) portion for your records. (See "exception" above.)

3. Filling out the form - pointers for each area:

Vendor Information: This is the person or organization that will be receiving the check. Fill out the complete address only if this is a new vendor or if the payment address has changed.

Handling Instructions: What you want done with the check (example: "Mail", "return to John Smith", "e-mail Mary Jones to pick up check")

Payment:

Description: What the check is actually for (examples: "Books", "Reimbursement for supplies", "Toner")

Amount: Leave blank if filling in on the computer. If completing a paper copy, this is the total amount of the check.

Authorized by: This is the person who has responsibility for the budget that will pay this expense and signs in the center signature block at the bottom of the form.

Invoice date: If an invoice will be attached, please look for the invoice date and do not leave this area blank.

Due date: This is the date the check should be printed. We process checks on Thursday, so this date should be a Thursday date that is just before when the payment is due to the recipient.

Separate Check for this Obligation: Multiple payments to an individual vendor will be combined into one check unless this block is marked. Only mark this block if you need a separate check for this particular expense.

Invoice number: Please do not leave blank if there is an invoice attached. Most invoices do have an invoice number.

Account number and Amount: Fill in complete account number(s) and the amount(s) to be charged or credited to each.

Authorized Signatures: "Requested By" is whoever is requesting the payment or whoever is filling out the form. "Administrator or Faculty Advisor" is the administrator or advisor who is overseeing this account. PLEASE NOTE: Payment requests that are for \$1000 or more also need Jan Haas' signature. Send the request directly to him for his signature, not to Business Services. It will be forwarded to Business Services after his approval where it will be signed by Jeff Eubank. As a matter of good business practice, no one should sign as the final approval for a reimbursement to themselves or a family member.

4. **Documentation:** Please attach all receipts or supporting documents to this form. Payment will not be made without the documentation of all expenses. If the payment will be mailed out by Business Services and documentation needs to be included with the payment (example: a membership renewal form), please include an additional copy to remain attached to the Payment Request form for our records. Always attach documentation and mailing envelopes behind the Payment Request form with a paper clip, NOT a staple, for ease in scanning.

5. Accounts Payable Payment Request forms are due to Business Services no later than noon on the Tuesday prior to the due date. However, it is best to submit the request early, as soon as possible after receiving the invoice or after incurring the expense.

6. To see if your payment request has been paid, check your department expense report on the K drive.

7. **Travel and Meal Reimbursement** - Reimbursement for travel (ex. mileage, tolls, hotel) and meals is done with the "Travel and Meal Reimbursement Report" found at K:\Forms\Financial Edge Forms, not with the Accounts Payable Payment Request form.