

Completing Request for Payment Form

The Request for Payment form is used for processing vendor invoices, reimbursements to employees not related to travel, payments for honoraria or services performed to invited guests, and to replenish departmental reimbursement funds. Do not complete a Request for payment form if goods were purchased using a Purchase Order or charged to the University's procurement card.

- 1) Retrieve the Excel form from the Forms Repository.
- 2) Determine if the supplier is in the Oracle database and obtain supplier number. (For directions to find suppliers refer to the Supplier Inquiry Quick Reference Guide)

Is this supplier in the Oracle database?

- Yes **Fill in Supplier number below.**
 No **Complete Supplier Info Form**
<http://access.uni.edu/forms/index.shtml#M> and attach.

- a) Click Yes, if the supplier is in the Oracle database.
- b) Click No, if the supplier is not in the database. Have the vendor complete and sign a Supplier Info Form, which can be found in the Forms Repository.

- 3) **Check Handling:**
Click *Mail to payee or ACH Payment*.

PAYMENT INFORMATION

- 4) Enter supplier name, supplier number, the remit-to address, city, state, zip and employee ID or student ID (if applicable).
- 5) Enter Vendor Invoice Number. Provide the vendor's full invoice number. If the vendor has leading zeros, be sure to provide those as well. If an invoice number has not been provided by the vendor, use the Invoice Naming Standards below:
 - a. *Vendor provided account number, but not an invoice number.* Enter account number followed by a dash and then billed date (mmddyy) (example 3192639586-082301).
 - b. *Vendor did not provide account number or invoice number.* Enter date of service in mmddyy format. (example 082301)
If service covers multiple dates use first day of service in mmddyy format.
If service covers a full month, enter month in all caps and two-digit year (example SEP01).
 - c. *Reimbursement to employee for expenses.* Enter REIM followed by the first date of receipt of goods from supplier (example REIM091301). Only one invoice number is needed even if several receipts are submitted and they are for different dates.
 - d. *Payments to supplier for employee travel.* Enter employee last name in caps and the first date of travel (example SMITH101502). If more than one employee is attending a conference, each employee traveling needs his or her own vendor invoice number.

Note:

Several invoices to one supplier can be entered on one Request for Payment form, providing there is only one account code combination

- 6) Enter Date Items Received.
 - a. Enter the actual date the goods or services were received. If goods or services were received over a period of time, use the last date items/services were received.
 - b. If you are prepaying an invoice or making a down payment, enter today's date or if you know the last day services will be received enter that date (example - last date of a conference).
 - c. If you are paying for a service that will be provided over a period of time, such as a maintenance contract, enter the last day the goods or services will be provided.

- 7) Enter Details-try to keep description short and to the point for data entry purposes. If further explanation is needed skip a blank line and provide explanation below actual description. (Using abbreviations and dates in mm/dd/yy format save space).
 - a. Enter brief description of the purchase. The first 30 characters will appear on the check. The field in Oracle will accommodate up to 50 characters.
 - b. If it is a prepayment, indicate if the prepayment is for the full amount of the invoice or just a down payment on an invoice.
 - c. If it is a down payment, indicate if it is a full down payment or the percentage of the full payment.
- 8) Enter each invoice amount for each separate invoice. The total for all invoices will automatically calculate.
- 9) Justification/Business purpose. This section allows departments to provide justification or business purpose of the purchase (if applicable). Below is a list of some examples. This list is not all inclusive.

Meal (food) reimbursements. The University Entertainment Policy outlines the required detailed information that needs to be provided. (business purpose, names of those attending meal and their relationship to the University)

Clothing

Reason for purchasing office supplies outside of Campus Supply

All purchases that do not have an obvious business purpose such as phone expenses or copier maintenance.

ACCOUNT CODE INFORMATION/CHARGE ACCOUNT

Enter the appropriate account code segments, the expense type and expense number and amount for each account code combination listed.

*If you select UNI Fdn/alumni expense - enter UNI Fdn/alumni acct. #

If you select Physical Plant expense – enter the job cost number

If you select Employee Travel – enter the employee number

If you select None – enter None

*If employee travel is paid from Fdn/Alumni Acct, select Fdn/alumni expense.

CONTACT INFORMATION

Enter the preparer's name, date prepared, department, campus mail code and phone extension. This is important in the event of questions.

APPROVAL

Approval Initial - If this Request for Payment is being paid by different accounts from different departments, have the appropriate department head initial the line(s) for their account(s).

Approval signature must be completed by the appropriate Dean, Director, or Department Head.

Note:

Approval authorization for Request for Payment does not follow the same guidelines as Oracle Purchasing authorization.

No one can approve his or her own reimbursement expenses.

If the Foundation is paying a portion of an invoice, send the Request for Payment to the Foundation prior to sending to the OBO.

SUBMIT

Deliver or campus mail one copy of the form with the original invoice/receipts attached to the Business Operations office, Attn: Account Payable, zip code 0008. Retain a copy for your records.

Check in Hand or Separate Checks

Oracle will generate one check to a vendor that may include several invoices from various departments. If a check in hand is needed to pay a vendor a specific amount of money, write "Separate Check" on the top of your Request for Payment form. Examples of this include checks to the postmaster or payments to officials for services through out the year.