# **REQUESTING A PAYMENT**

# PURPOSE: FOR PURCHASES MEETING THE FOLLOWING CRITERIA:

- <\$5,000.00
- Subscriptions
- Non-Software licensing
- Membership fees
- Sponsorships/Advertising
- Honorarium one time lectures
- Fees for Street Fairs/Outreach/Local Promos
- Deposits for events which meet the above criteria

# **REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:**

- 1. Active PeopleSoft supplier ID #
- 2. Verify remit address is current in PeopleSoft
- 3. Budget number and available funding
- 4. For lecture agreements, forward to Purchasing for approval . Contact the Business Office for support. x7815

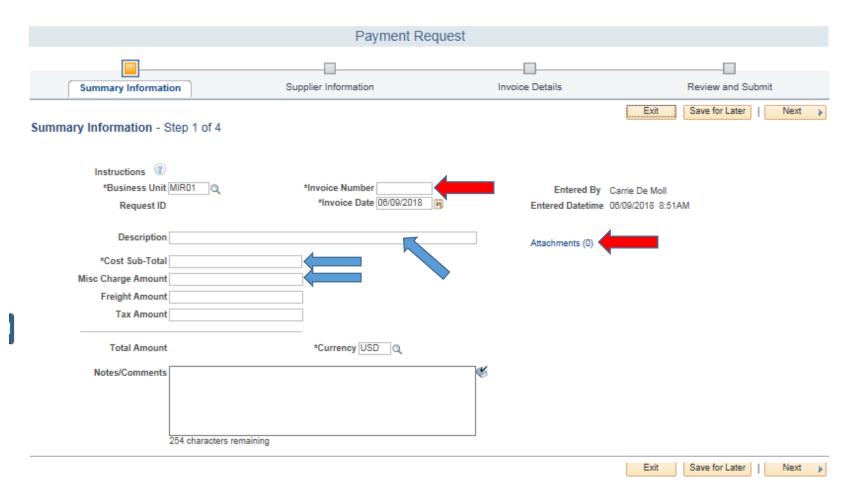
## **REQUESTING A PAYMENT**

- 1. Check to see if supplier is approved in PeopleSoft. If you do not have access to Suppliers contact the Business Office x 7815.
- 2. If the payee is an approved supplier skip steps 3 & 4.
- 3. If the payee is not an approved supplier, you will need to request a current W-9 and Supplier Intake Form from supplier. Forms are available at the following link: <u>http://www.sdmiramar.edu/facultystaff/facultystaff/faculty-info</u>.
- 4. Forward completed forms to the Business Office for processing. You will be notified once the supplier is approved.
- 5. Select Request a Payment. Click the Create button

Finance Dashboard			Payment Request Cente	r	Welcome: Carrie De Moll
Procurement V	Request Summary	From 03/11/2018 to 06/09/2018 🜹	Recent Messages		
	Dieplay Statue	Number of Requests	No	Recent Messages	
Travel & Expense ^					
Travel Authorization					
Expense Report					
Cash Advance					
Request a Payment	Create		Requests		
Travel and Expense Center	Request Entered Date	time Invoice Number Supplier ID		Currency Request Status Business	a Unit Voucher ID Scheduled to Pay
📕 Manager Self Service 🛛 🗸 🛄					
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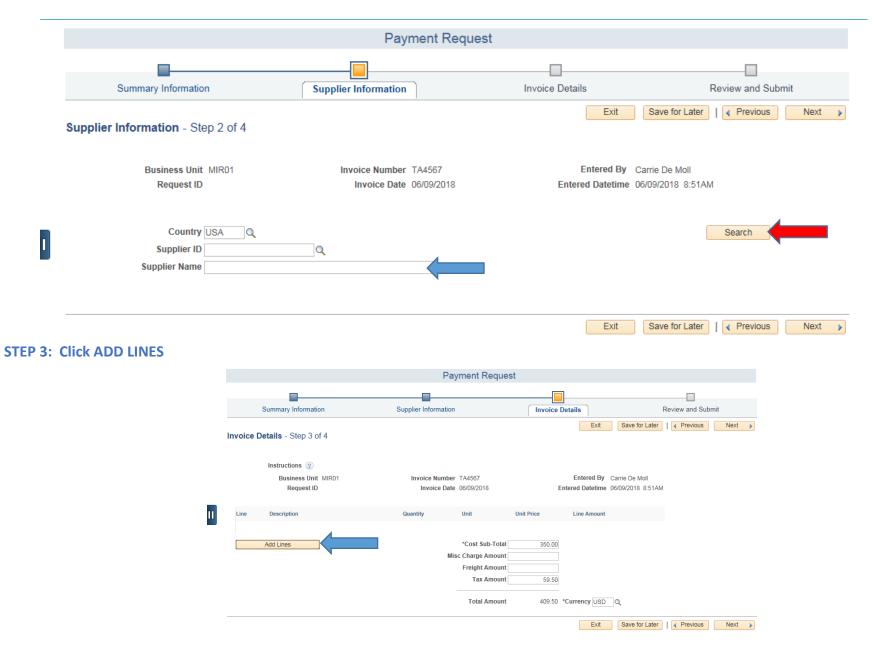
**STEP 1:** Enter the Invoice Number. Enter a description (i.e., Membership, Advertising, Stipend, Reimbursement). Add an attachment: Upload invoice or supporting documentation clearly indicating amount to be paid including taxes.

Enter \*Cost Sub Total – Amount before tax or other charges listed. Additional charges if any should be entered on the remaining lines. The system will total these for you. Click "Save for Later" and then click next.



#### **STEP 2: SUPPLIER INFORMATION**

Enter Supplier's name, and then click Search. If more than one location pops up, select the one that applies to you. Click "Save for Later" and then "Next".



### **Step 4: UPDATE LINE**

Enter description on line 1. \*Line Amount = Total amount of invoice Enter the following Accounting Details: Quantity: 1 \*Amount: Must match \*Line Amount GL Business Unit: MIR01 Fund Code, Department, Product and Account (budget to be charged)

Add a New Line					
Line Description 1 Membership	Quantity Unit Unit Price *Line Amount   Q 350.00				
Accounting Details					
Line Quantity *Amount	*GL Business Unit Fund Department Product Account Operating Unit PC Business				
+ - 1 1.0000 350.00	MIR01 Q 1110 Q 32011 Q 672000 Q 5251 Q Q				
	< >>				
OK Cancel					

### Step 5: REVIEW AND SUBMIT

Review information and make any changes if necessary. Click "Save for Later". This will generate a Payment Request ID number (red arrow). Click submit. Payment Request will route for budget approval. Once approved, payment should be cut within 10 day.

