REQUESTING A PAYMENT

PURPOSE: FOR PURCHASES MEETING THE FOLLOWING CRITERIA:

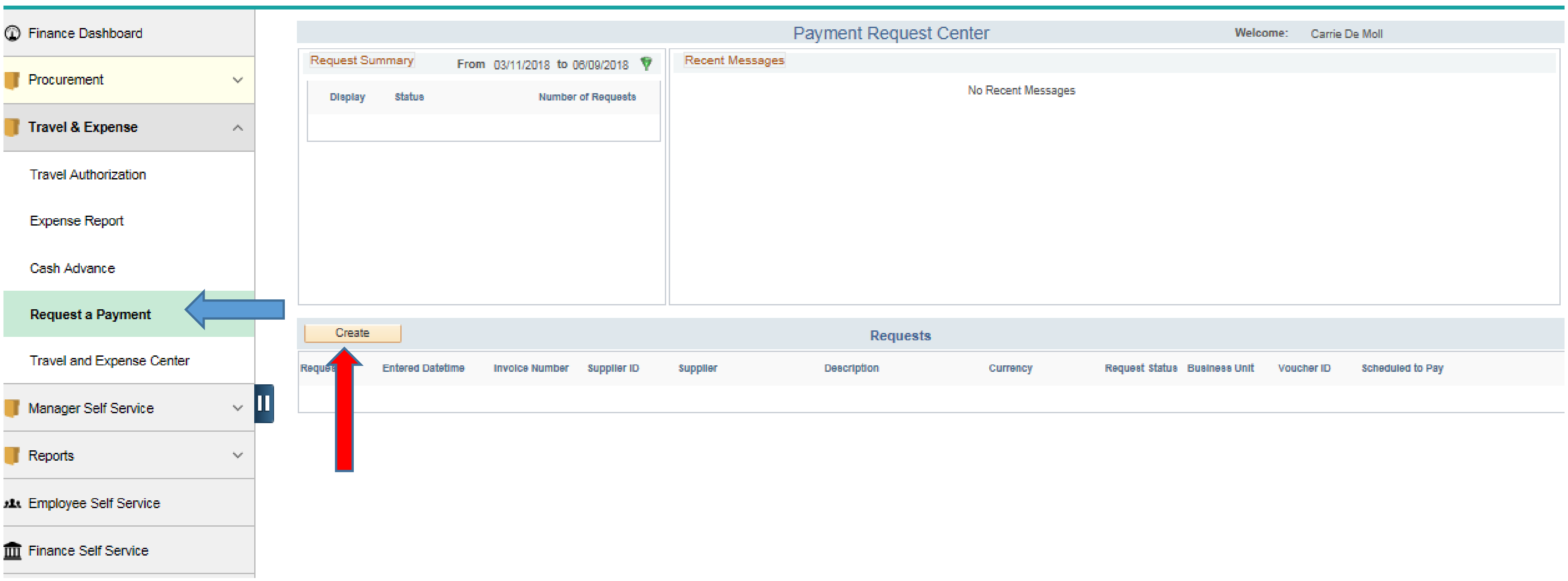
- < $5,000.00
- Subscriptions
- Non-Software licensing
- Membership fees
- Sponsorships/Advertising
- Honorarium – one time lectures
- Fees for Street Fairs/Outreach/Local Promos
- Deposits for events which meet the above criteria

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

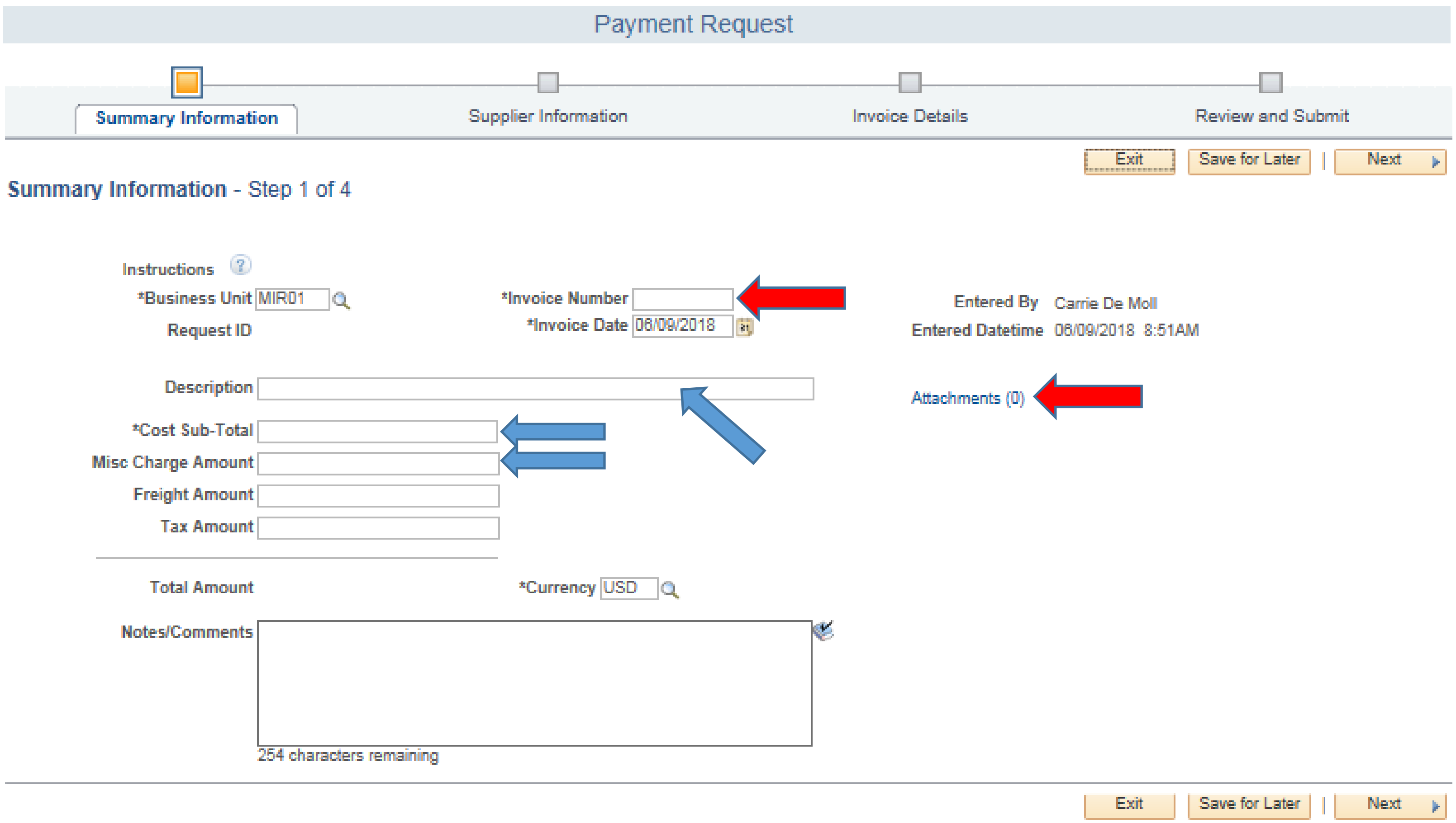
REQUESTING A PAYMENT

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: http://www.sdmiramar.edu/facultystaff/faculty-info.
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



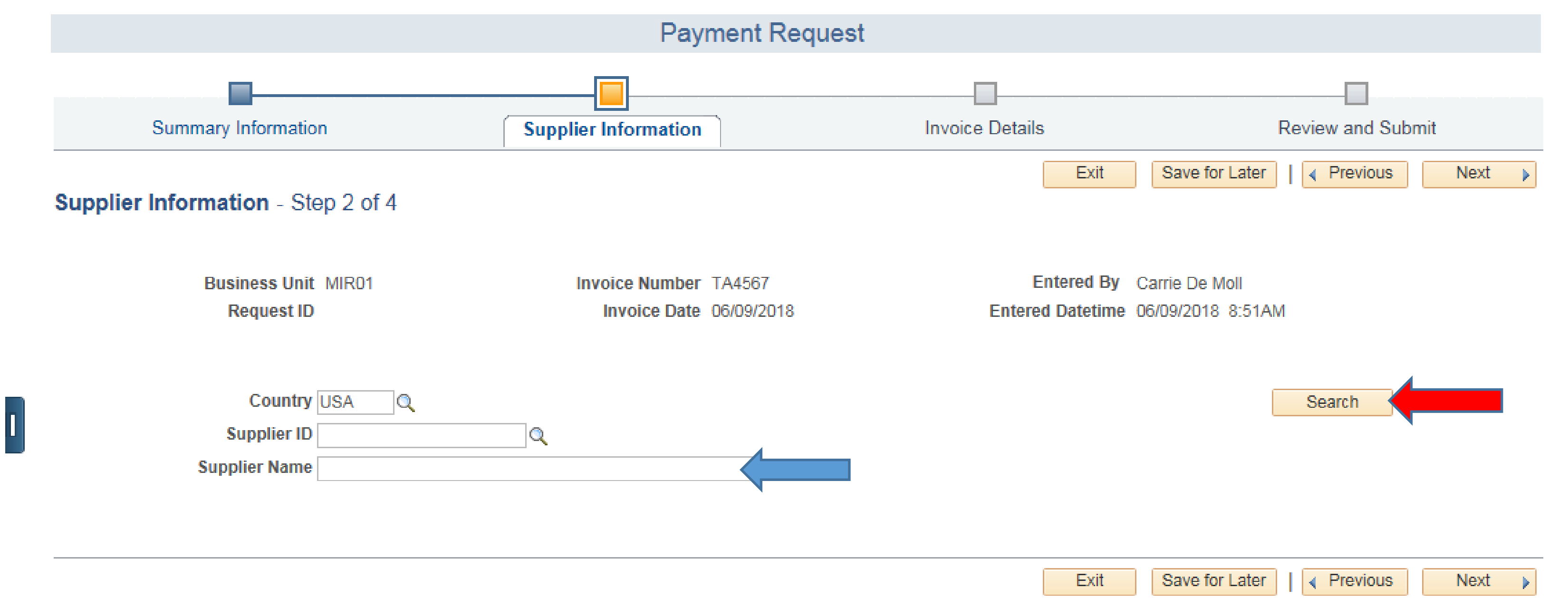
STEP 1: Enter the Invoice Number. Enter a description (i.e., Membership, Advertising, Stipend, Reimbursement). Add an attachment: Upload invoice or supporting documentation clearly indicating amount to be paid including taxes.

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.

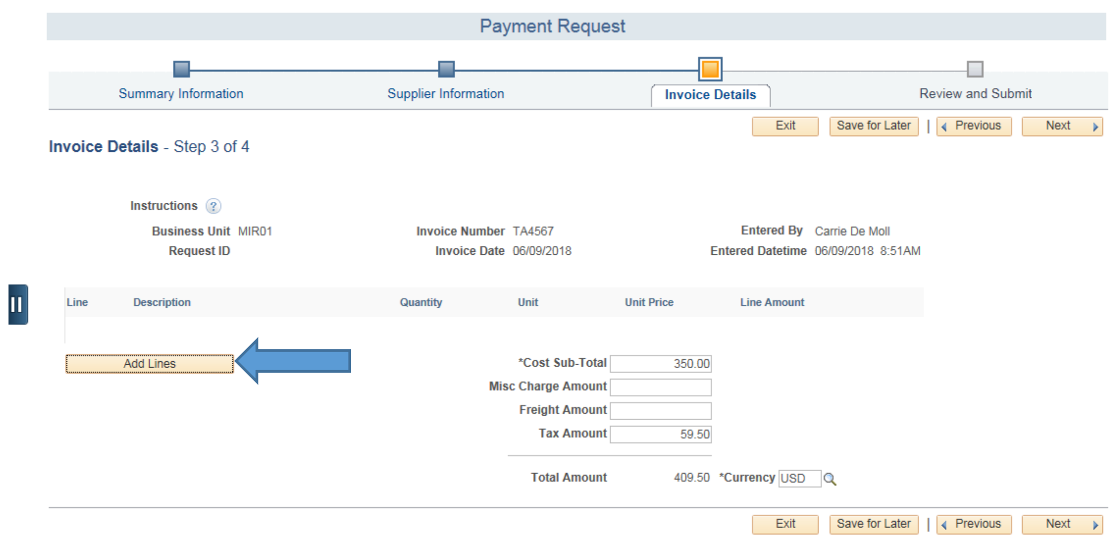


STEP 2: SUPPLIER INFORMATION

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".

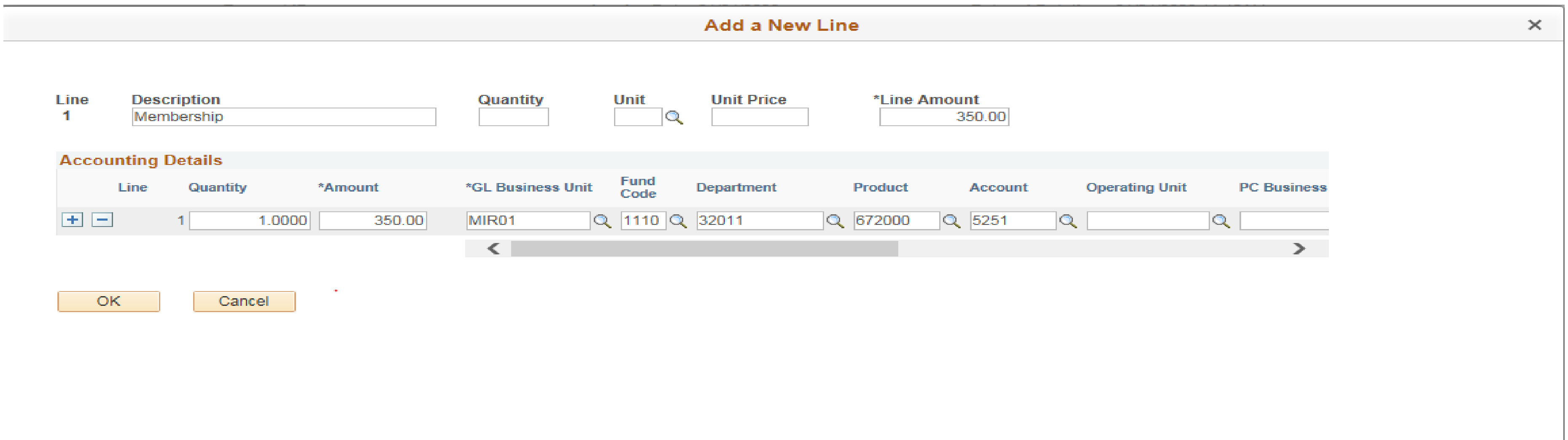


STEP 3: Click ADD LINES



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)



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.