REQUESTING A PAYMENT

PURPOSE: FOR PURCHASES MEETING THE FOLLOWING CRITERIA

- < $5,000.00
- Catering - Myron Green only
- 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 before payment request is started.
5. 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: https://sdmiramar.edu/services/budget/purchasing

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. For Myron Green catering invoices, do not break out the sales tax. Enter full amount of invoice in the *Cost Sub-Total box.

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.

Payment Request

☐ Summary Information	☐ Supplier Information	☐ Invoice Details	☐ Review and Submit

Exit | Save for Later | | Next ▶

Summary Information - Step 1 of 4

Instructions ⑦

*Business Unit MIR01 🔍

Request ID

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount

Notes/Comments

254 characters remaining

*Invoice Number

*Invoice Date 06/09/2018

Entered By   Carrie De Moll

Entered Datetime 06/09/2018 8:51AM

Attachments (0)

*Currency USD 🔍

Exit | Save for Later | | 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)

Add a New Line   ✕

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	Membership				350.00

Accounting Details

	Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit	PC Business
➕ ➖	1	1.0000	350.00	MIR01	1110	32011	672000	5251		

| 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.