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Request for Payment Form

PLEASE NOTE: Requests for "after the fact" and non-allowable items cannot be processed using this form. Payment must be made with the P-Card (under \$2,500), or through SciQuest (requisition) for amounts in excess of \$2,500. This form is for direct payments (non-encumbered) only and must fall under the following categories/Account Codes:

919100	-	Legal Fees
919500	-	Honorariums (Contract must be attached)
919900	-	Personal Service Contracts (Contract must be attached)
929000	-	Reimbursements (Non-Travel)
932110	-	Postage
939310	-	Meetings & Entertainment (Itemized Receipts Must Be Attached)
939190	-	Miscellaneous Services (Aramark, Banking Fees, Debt Service)
945110	-	Fire Insurance
945130	-	Auto Liability Insurance 945190 - Other Insurance
949110	-	Memberships (\$2,500 or more) 949130 - Licenses Permits
969820	-	Student Payments such as stipends
G25900	-	Agency Funds

Exceptions may be made if the request accompanies a formal written exception request identifying reason for not following University procedures and what steps will be taken in the future assuring this infraction will not reoccur. The package must include documented evidence of a senior departmental officer's evaluation and approval. Requestors should understand this is a request, not a guarantee.

Visit the Purchasing website for more information on the Request For Payment Process.

Request For Payment Training will be provided once a month. For questions call Purchasing at 750-2930.

PLEASE NOTE: Revenue Accounts (11****) payments will need to be submitted in person by printing off the form.

Non-Allowable Payments

The following payments **will not** be processed on the "Request For Payment" form:

Repairs Printing Advertisement Maintenance Agreements Office supplies

Other supplies Agency payments (should be processed as a transfer) Non-employee reimbursements Motor coach

Request for Payment Process

1. <u>Check the Budget.</u> Log into Banner to make sure funds are available in the account. Use Banner form FGIBAVL.

Oracle Fus	ion Middleware Forms Services: O	pen > FGIBAVL				- 0 -
le Edit Q	ptions Block Item Record Que	ery Tools Help				
a 🔊 🛙) 🛥 🖨 🖻 🎓 🍞	😰 📾 🛞 🗛 📇	▶ ● ● ● ● ◆	🕀 🕐 🛞 💡 🕽	(
Budget Av	ailability Status FGIBAVL 8.6.1.4	(WSSUTEST) DODDDDDDDDDD	000000000000000000000000000000000000000	000000000000000000000000000000000000000		600000 <u>×</u>
Chart: Fiscal Ye Index: Commit	ear: 16 V Type: Both V Keys -> Fund: 117020	Fund: 117020 Organization: 25030 Account: 919900 Program: 170 Organization: 25030	Data Processing Administrative Data Other Contract Serv Institutional Support Account: 919900	Center ((4) Program: 170	Pending Documents	5
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance De	Pending ocuments
919900	Other Contract Serv(14)	3,805.00	3,805.00	0.00	0.00	
920000	Supplies and Materials Pool(L4)	66,953.00	2,428.56	0.00	64,524.44	
930000	Current Services Pool(L4)	35,000.00	9,524.39	0.00	25,475.61	
931000	Travel Pool(L4)	40,000.00	14,715.05	0.00	25,284.95	
932000	Communications Pool(L4)	25,000.00	91,062.92	0.00	-66,062.92	
934000	Printing Binding Pool(L4)	0.00	0.24	0.00	-0.24	
39000	Other Current Serv(L4)	5,000.00	2,176.56	0.00	2,823.44	
40000	Fixed Charges Pool(L4)	10,000.00	0.00		10,000.00	
942000	Other Fixed Charges Pool (L4)	225,000.00	168,013.68	16,607.92	40,378.40	
943000	Rent Lease Oth Equip Pool(L4)	7,100.00	5,839.72	0.00	1,260.28	
950000	Capital Outlay Pool(L4)	20,000.00	16,025.00	0.00	3,975.00	
	Total:	437,858.00	313,591.12	16,607.92	107,658.96	-
ccount Cod ecord: 1/11	de. Duplicate Item to view Pending	Documents.		****		

2. <u>Find the Vendor ID</u>. Use Banner form FTMVEND to locate the vendor BANNER ID number. If the vendor is not in BANNER, then complete a WSSU Vendor Registration form. If it is in Banner and <u>NOT</u> in SU Express, contact Purchasing at ext. 2930.

Oracle Fusion Middlew Eile Edit Options Block	are Forms Services: Open > FTMVEND k [tem Record Query Tools Help A P () () () () () () () () () (×→□□
Vendor: 940 Corporation: Bes Last Name: Vendor Maintenance	Additional Information Vendor Types Address	Select Address Tab.
From Date: Address Type: Sequence Number Street Line 1: Street Line 2: Street Line 3:	To Date: Vi	Prify Address Inactivate A
City: State or Province: ZIP or Postal Code County: Nation:	Minneapolis MN V Minnesota 555440 V	Last Update User: JENKINSJM Activity Date: 03-MAR-2016 Area Code Phone Number Extension
Telephone Type:	BI Billing Fax Number:	888 2378289 952 4303222 E-mail ************************************

Note: Out of state Payee Subject to 4% NC Withholding. This payment may be taxable.

3. <u>Logging into E-Procurement</u>. In a Web Browser, enter the URL (Web Address) provided by Purchasing.

	WINSTON
	SATEM
	SALLIVI
	STATE
	UNIVERSITY
	®
jenkir); (user account name, e.g. smitnj) nsjm
Passw	ord:
	•••••
	Password: Same as e-mail password.
	Password: Same as e-mail password.
For	Password: Same as e-mail password.

- Input User name example: valentineje (lowercase)
- Password (Network Password)
- Sign In

- Jacqueline Jenkins 🔻 🔺 🏴 🔂 🌲 📜 0.00 USD 🛛 Search (Alt+Q) SU ñ 📜 Shop 🗦 Shopping 🗦 Shopping Home 🗢 Ē ۵ Shop Everything ~ Go Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals 1 ➤ Showcased Vendors Ê Fisher Scientific IGER 1 **8**, ✓ Punch-out ٥ Alphanumeric Coxessa CDWG Fastenal **Est**office BIO RAD camcor. inc inovo IBM. Office DEPOT ✓ Forms **Request For Payment**
- 4. Select the **Request For Payment** icon that is displayed on the homepage.

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🔊 Logout

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- 5. **Supplier.** Key in the vendor name or company name.
- 6. **Remit to Address.** Select the appropriate address for mailing the check. Make sure the address is in BANNER.
- 7. **Campus Contact Person.** Enter the responsible Budget Manager's Name, or the person keying in the request for payment.
- 8. **Telephone Number.** Enter the campus telephone extension.
- 9. E-mail. Key in the appropriate e-mail address.
- 10. **Department.** Key in department requesting the payment.
- 11. **Building/Room.** Enter the full name of the building (ex: Eller Hall) and room/office number.
- 12. **Requested Payment Justification.** Provide an adequate description to justify payment for product/service.
- 13. **Payment Amount.** Enter the dollar amount of the check request.
- 14. **Documentation/Justification.** ALL receipts/documents/forms/etc. must be attached to the form.
- 15. Method of Check Distribution. Please select one of the two options.
- 16. Payment Request Agreement: Enter your initials.

Camp	ous Contact Information	? Supplier's Billing and Address Information ?
Contacts's Name	Jacqueline Jenkins	Supplier
Contact's Telephone Number	336-750-2791	Supplier Best Buy 😭 more info
Contact's E-mail	jenkinsjm@wssu.edu	select different supplier
Contact's Department	Process Improvement	Fulfillment Billing 1: (preferred)
Contact's Building/Room #	Computer Science 1111	Address P O Box 949 Att: Kevin Lackey
Needed By	03/03/2016	Minneapolis, MN 55440 USA
	mm/dd/yyyy	select different fulfillment center
		Supplier +1 (888) 237-8289 Phone
		Select appropriate billing address.
		Email or telephone number will be listed below
		Requestor
		Email (Plain jenkinsjm@wssu.edu
		Text)
		Requested Payment for computer serves rendered.
		Payment
		JUSTITICATION
		63 characters remaining expand clear
		Note: Out of state Payee Subject to 4% NC Withholding. This payment may be taxable.
		Payment 250.00
		Amount
		Documentation/Justification must be attached (Required):
		Add Attachments
	Method Of Check D	istribution ?
Check Box That Applies:		
Mail to Payee		
	200 Thompson Ctr	
Pick Up Check In Student Accounts-		
Pick Up Check In Student Accounts-	Payment Request A	Agreement ?
Pick Up Check In Student Accounts-	Payment Request A	Agreement ? he product/service for this pay request was obtained and is just and
Pick Up Check In Student Accounts-	Payment Request A I certify that th reasonable.	Agreement ? he product/service for this pay request was obtained and is just and

17. Scroll to the top of the form. Select Add and go to Cart. Click Go.



- 18. Update Name This Cart to reflect what is being ordered.
- 19. Commodity Code. Select a commodity codes that best reflects the category for the requested payment.
- 20. Click Update.
- 21. Click Proceed to Checkout.

ñ	- SU	Jacqueline Jenkins 🔻 ★ Action Items 729 Notifications 👩 🍹 250.00 USD 🔍 🖍
1	Shop > My Carts and Orders > Open My Active Shopping Cart → Cart - 1532020 - Draft Requisition	
	Shopping Cart for Jacqueline Jenkins Name this cart: Dr. Jones Computer Services	Continue Shopping 1 Item(s) for a total of 250.00 USD subtotal: 250.00 USD estimated tax, shipping & handling: 0.00 USD Proceed to Checkout
1	Have you made changes? Update	Belect All
	Best Buy 🞲 more info Billing 1 Edit P O Box 949, Att: Kevin Lackey, Minneapolis, MN 55440 USA	
0	Product Description Search	Unit Price Quantity Total 🗌
\$	Item added on Mar 14, 2016 Request For Payment open form Add to Favorites Commodity Code B1110000 Remove Taxable Computer services More Actions Capital Expense Capital Expense	250.00 usp 1 250.00 usp 🗆
01 0		See configuration for this requisition view carts view cart history

22. The below highlighted message bar will inform you of the required field(s) that must be addressed. **Note:** The message required fields are subject to change.

📕 Shop > M	/ Carts and Orders > Op	en My Active Shopping Cart 🗢	> Accounting Cod	les - 1510772 - Draft Requisition	this message bar!!!	shopping cart	Continue Shop
	 Almost read Required fi Required fi 	dy to go! The list below eld: Account eld: Fund	needs to be add	iressed before the request car	n be submitted.		
Requisition	PR Approvals PO Pre	view Comments Attachme	ents (1) History				
Summary	Shipping Billing	Accounting Codes	Supplier Info	Taxes/S&H			
							Hide value descript
				Accounting Codes			
			These values ap	oply to all lines unless specified by line	item		[
-	Fund	Organ	zation	Program	Acco	ount	edi
no value Require	ed field	nov			© Required field		
	1						
	1				For selected line items Add t	to Favorites	✓ G

- 23. Click the highlighted **Required field** under Fund code. Enter the appropriate fund code.
- 24. Click the highlighted **Required field** under Account code. Enter the appropriate Account code.
- 25. Account. Select one account code from the below list. Select the account code that corresponds with the type of requested payment.
 - 919100 Legal Fees
 - 919500 Honorariums (Contracts must be attached)
 - 919900 Personal Service Contracts (Contracts must be attached)
 - 929000 Reimbursements (Non-Travel)
 - 939190 Miscellaneous Services (Aramark, Banking Fees, Debt Services)
 - 945110 Fire Insurance
 - 945130 Auto Liability Insurance
 - 945190 Other Insurance
 - 949110 Memberships (**\$2,500 or more**)
 - 969820 Student Payments such as stipends
 - 939310- Meetings & Entertainment (Itemized Receipts Must Be Attached)
 - G25900 Agency Funds Only

26. Click recalculate/validate values and Save.

	SU				Jacqueline Jenkins 🔻	\star Action	Items 566	Notifications 4	1 250.00	USD Q
	Shop > My Carts	nd Orders > Open M	ly Active Shopping Cart 🗢	> Accounting Code	es - 1510772 - Draft Requisition					1 Logout
	_						🕚 Re	eturn to shopping cart	O Continu	ue Shopping
	4	 Almost ready t Required field: Required field: 	o go! The list below Account Fund	needs to be add	ressed before the request ca	in be submitt	ed.			
R	Requisition PR Ap	provals PO Preview	Comments Attachme	ents (1) History						
	Summary Ship	ping Billing	Accounting Codes	Supplier Info	Taxes/S&H					2
									Hide value	e descriptions
					Accounting Codes					?
	Accounting Cod	es								? X
		und	Organ	nization	Program			Account	add split	
	117020	×	25030		170	93	9190			
	Select from profile values Select from all values Required field		t from profile values t from all values tequired field		Select from profile values. Select from all values.	s Sel	Select from profile values Select from all values Required field			- 1
5					Save Cancel			recalculate / validate valu	ies	

27. Click Place Order

SU							
📜 Shop > My Carts a	and Orders > Open My Active Shoppir	ng Cart 🗢	> Summary - 152	25866 - Draft Requisition			N
🥝 General 🥝 S	Shipping 🥝 Billing 🥝 Accoun	nting Coc	les 📀 Internal	Notes and Attachments	🖉 External Note	es and Attachments 🥏 Final Review	· · · · Place Or
						Return to shopping car	rt 🕔 Continue Shopp
Permitriking pro-	Once you have reviewed the	e detail:	s, you may cont	tinue by clicking the	button at the top	p of the page.	
Commented PR Ap	provais PO Preview Comments	Attachm	Supplier Info	Taylor (C 911)			A
A COMPANY AND A CO	pping billing Accounting c	oues	Supplier Into	Taxes/Sour			9
Hide header							Hide value descripti
Hide header	General	?		Shipping	?	Billing	Hide value descripti
Cart Name Description Priority Prepared by Prepared for	General Dr. Jones Computer Services no volue Normal Jacqueline Jenkins Jacqueline Jenkins	? edit	Ship To Attn: Jacqueline Phone: +336 (75 Eller Room: 203 Winston-Salem : 601 S Martin Lut Eller Hall	Shipping Jenkins 50) 2791 State University ther King Jr. Dr	? edit	Billing Bill To Accounts Payable 601 S. Martin Luther King Jr. Dr Winston-Salem, NC 27110 United States	Hide value descripti

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28. Complete Message.

Shop > My Carts and Orders				
	Open My Active Shopping Cart ♥ > Submitted - K	equisition 1525866		
Requisition Sul	bmitted			
Next Steps You can view or print this • <u>View Approval Statu</u> • <u>Search for another if</u> • <u>View order history</u> • <u>Check the status of</u> • <u>Return to your hom</u> • <u>Create new draft can</u>	at: Requisition 1525866, or via the Document Search I <u>s</u> tem an order e page t	h page		
Requisition Summary				
Requisition number	1525866 Quick View			
Requisition status	Pending			
Cart name	Dr. Jones Computer Services			
Requisition date	3/4/2016			
Requisition total	250.00 USD			
Number of line items	1			

Splitting Account Codes

	1. After clicking - Proceed to	Checko	ut			
ñ	SU				Jacqueline Jenkins 🔻 🔺 🏴 🛺 🧍 🎽 250.00 USD Search (Alt+Q)	Q
Þ	Shop > My Carts and Orders > Open My Active Shopping (Cartマ 〉 Cart-1	541602 - Draft	Requisitio	ion	
) 2	Shopping Cart for Nancy Cuthrell Name this cart: Dr. Jones Computer Services	×			Continue Shopping 1 Item(s) for a total of 250.00 subtotal: 250.00 estimated tax, shipping & handling: 0.00	USD USD USD
11 24 14	Have you made changes? Update Best Buy more info Billing 1 Edit P O Box 949. Att: Kevin Lackey. Minneapolis. MN 55440 US	A			Proceed to Checkou	t JI []
	Product Description	1			Unit Price Quantity Total	
₽ ₽	Item added on Mar 29, 2016 Add to Favorites Remove More Actions ▼ Capital Expense	ment open fo 81110000 Computer ser	orm	٩	250.00 usp 1 250.00 usp	

2. Click **edit** within the Accounting Codes section.

Corners				
Shop > My Carts and Orders > Open My	Active Shopping Cart 🗢 📏 Accounting Coo	des - 1526436 - Draft Requisition		
🤡 General 😨 Shipping 💽 Billing	🛕 Accounting Codes 🧭 Internal	Notes and Attachments External N	lotes and Attachments 🛕 Final Review	Place C
Almost ready to Required field: A Benuired field: A	go! The list below needs to be add	dressed before the request can be	Return to shopping c submitted.	art () Continue Shop
Requisition PR Approvals PO Preview Summary Shipping Billing	Comments Attachments (1) History Accounting Codes Supplier Info	Taxes/S&H		
				Hide value descrip
		Accounting Codes		
	These values a	pply to all lines unless specified by line item		
Fund	Organization	Program	Account	ed
no value Caracteria Required field	no value		oo value	
		E/	ar colocted line items. Add to Equarites	

Request for Payment 1.1

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3. Populate the first Fund and Account codes. Then click **recalculate**. **Save**.

ñ	SU		Jacqueline Jenkins 🔻	★ Action Items 716 Notifications 45	🗎 1.025.00 USD 🔍 🔥
	Figure Shop Shop My Carts and Orders Shop Open My Active Shop	ping Cart 😎 📏 Accounting Codes - 1530971 - Draft R			
٠	🧟 General 🧟 Shipping 🖉 Billing 🚺 Acco	unting Codes. 🥏 Internal Notes and Attachme	ents 🧟 External Notes and Attachments 🌲 Fi	nal Review	Place Order
₽	Almost ready to go! T Required field: Account Required field: Fund	he list below needs to be addressed befor	e the request can be submitted.	Return to shopping	cart 🕘 Continue Shopping
2	Requisition PR Approvals PO Preview Comments Summary Shipping Billing Accounting	Attachments (1) History Codes Supplier Info Taxes/S&H			A ?
il.					Hide value descriptions
			Accounting Codes		?
.	Accounting Codes		- 12+Marg 11+Marg 1		? X
\$	Fund 117020 X Select from profile values Select from all values Ø Required field Image: Control of the second	25030 Select from all values	170 Select from all values	939190 Select from profile values Select from all values Required field	add spirt
			Save Cancel	recalculate / validate va	lues
0 10	Product Description 1 Request For Payment immeriation. Accounting Codes (same as header)		Catalog No Si	ze / Packaging Unit Price Quantity 1,025.00 1	Ext. Price 1,025.00 USD edit

4. Scroll to the line item and click **edit**.

				Hide value descrij
	Ace	counting Codes		
	These values apply	to all lines unless specified by line item		
Fund	Organization	Program	Account	e
117020 Data Processing	25030 Administrative Data Center	170	939190 Misc Serv(L4)	
		For	r selected line items Add to Favorites	~
O Box 949, Att: Kevin Lackey, Minneapolis, MN 5 Product Description	-5440 USA	Catalog No Size / Packag	ing Unit Price Quantity	Ext. Price
1 Request For Payment immer info Accounting Codes (same as header)			1,025.00 1	1,025.00 USD
			Supplier subtotal	1,025.00 0.00
			Handling Supplier total	0.00 1,025.00USD
hipping, Handling, and Tax charges are calculated	I and charged by each supplier. The values shown here a	re for estimation purposes, budget checking, and workflow	Handling Supplier total	0.00 1,025.00USD 1,025.00
hipping, Handling, and Tax charges are calculated	i and charged by each supplier. The values shown here a	re for estimation purposes, budget checking, and workflow	Shipping Handling Supplier total v Subtotal Shipping	0.00 1,025.00USD 1,025.00 0.00

- 5. Click add split.
- 6. Click drop down boxes beside add split: Choose method
 - % of Price
 - % of Quantity
 - Amount of Price
- 7. Input appropriate Fund Codes and split method.
- 8. Click **recalculate** and **Save**.

These values apply to all lines unless specified by line item Fund Organization Program Account 117020 Data Processing 25030 Administrative Data Center 170 939190 Misc Serv[L4] *Accounting Codes values vary by line				Accounting Codes			
Fund Organization Program Account 117020 Data Processing 25030 Administrative Data Center 170 939190 Misc Serv(L4) 3 Accounting Codes values vary by line				These values apply to all lines unless specified	I by line item		
117020 Data Processing 25030 Administrative Data Center 170 939190 Misc Serv(L4) 3 Accounting Codes values vary by line For selected line items Add to Favorites For selected line items Add to Favorites Select from profile values 0 Br Fund Organization 0 Br Fund Organization 117020 25030 170 117020 25030 170 25030 170 939190 117020 25030 170 Select from profile values Select from all values Select from all values Select from profile values Select from all values Select from all values 117022 50000 170 939190 117025 Select from profile values Select from all values Select from profile values		Fund	Organization	Prog	ram	Account	
Accounting Codes values vary by line For selected line items Add to Favorites For selected form all values For selected form all values For selected form profile values For selected form all values For selected form profile values For sel		117020 Data Processing	25030 Administrative Data Cente	r 17	70	939190 Misc Serv(L4)	
For selected line items Add to Favorites For selected line items Add to Favorites Select from group of price and spin an	Accoun	nting Codes values vary by line					
For selected line items Add to Favorites For selected line items Add to Favorites Accounting Codes O Bc Fund Organization Program Account Amount of Price Amount of Qty add spl Amount of Qty 1 117020 Select from profile values Select from all values Select from all values Select from all values Select from all values Select from profile values 117022 50000 170 939190 75.00 remove							
Baset Fund Organization Program Account Amount of Price & so f Qty add spl 1 117020 25030 170 939190 Amount of Qty remove 2 Select from profile values Select from all values Select from profile values					For select	ed line items Add to Fav	orites
Image: Accounting Codes So of Price so of Price so of Origonal solution of Program Account of Price so of Origonal solution of Program 1 117020 25030 170 939190 2 Select from all values Select from all values Select from all values Select from profile values Select from all values Select from all values 117022 50000 170 939190 5 Select from profile values Select from all values Select from all values	est R	IIV 🔿 analysis info					-
O Bd Fund Organization Program Account Amount of Price Amount of Qty add spl 1 117020 25030 170 939190 Troite values Select from all values Troite values	Iling A	Accounting Codes				% of Price	?
1 170 939190 Amount of Qty remove Select from profile values Select from all values	O BC	Fund	Organization	Program	Account	Amount of Price	add split
I Select from profile values Select from all values Select from all values Select from profile values 117022 50000 170 93190 75.00 remove Select from profile values Select from all values Select from profile values 75.00 remove		117020	25030	170	939190	Amount of Qty 175.00	remove
117022 50000 170 939190 75.00 remove Select from profile values Select from all values Select from profile values Select from profile values Select from profile values Select from profile values	1	Select from profile values Select from all values	Select from all values	Select from all values	Select from profile values Select from all values		
Select from profile values Select from all values Select from all values Select from profile values		117022	50000	170	939190	75.00	remove
Select from all values Select from all values		Select from profile values Select from all values	Select from all values	Select from all values	Select from profile values Select from all values		
Line subtotal: 250.00 USD Split Total 250.00 USD add spl					Line subtotal: 250.00 USD Split 1	Total 250.00 USD	add split
regalculate / validate values						recalculate / validate val	ues
						1	

9. Notice how the line looks being split between two account codes

Shop > My Carts and Orders > Open My Active Sho	poing Cart X Accounting Codes - 1530971 - Draf	t Requisition					
shop y my cara and orders y open my searce sho	pping curve y Accounting codes 15503/1 bio	(required				Hide value d	esc
		Accounting Codes					
	These value	es apply to all lines unless specified by line item					
Fund	Organization	Program		Account			
117020 Data Processing	25030 Administrative Data Center	170		939190 Misc Serv(L4)			
Accounting Codes values vary by line							
				an a lan	to Envoritor		
est Buy 😪 more info ling 1 D Box 949, Att: Kevin Lackey, Minneapolis, MN 55	5440 USA		For select	ted line items Add	to ravontes		~
est Buy 🞲 more info lling 1 O Box 949, Att: Kevin Lackey, Minneapolis, MN 55 Product Description	5440 USA	Catalog No	For select	Unit Price	Quantity	Ext. Price	~
est Buy 🐑 more info lling 1 0 80x 949, Att: Kevin Lackey, Minneapolis, MN 55 Product Description 1 Request For Payment immore info Accounting Codes @ values have been overridden for this line	5440 USA	Catalog No 5	For select	Unit Price 250.00	Quantity 1	Ext. Price 250.00 USD	~
est Buy remove info ling 1 D 80x 949, Att: Kevin Lackey, Minneapolis, MN 55 Product Description Request For Payment more info Accounting Codes Qualues have been overridden for this line Fund	5440 USA Organization	Catalog No Program	For select	Unit Price 250.00	Quantity 1	Ext. Price 250.00 USD edit	~
est Buy more info ling 1 D Box 949, Att: Kevin Lackey, Minneapolis, MN 55 Product Description 1 Request For Payment more info Accounting Codes Q values have been overridden for this line Fund 117020 Data Processing	5440 USA Organization 25030 Administrative Data Center	Catalog No S Program 170	For select Size / Packaging Account 939190 Misc Serv(L4)	Unit Price 250.00 Amount o 175.00 U	Quantity 1 of Price JSD	Ext. Price 250.00 USD edit	~
est Buy more info lling 1 0 Box 949, Att: Kevin Lackey, Minneapolis, MN 55 Product Description 1 Request For Payment more info Accounting Codes @ values have been overridden for this line Fund 117020 Data Processing 117022 V C Finance Admin	Organization 25030 Administrative Data Center 50000 Finance & Administration	Catalog No 2 Program 170 170	Account 939190 Misc Serv(L4) 939190 Misc Serv(L4)	Unit Price 250.00 Amount (175.00 U 75.00 US	Quantity 1 of Price JSD	Ext. Price 250.00 USD edit	~
Illing 1 O Box 949, Att: Kevin Lackey, Minneapolis, MN 55 Product Description 1 Request For Payment ☐ more info Accounting Codes @ values have been overridden for this line ☐ Fund 117020 Data Processing 117022 V C Finance Admin	Organization 25030 Administrative Data Center 5000 Finance & Administration	Catalog No 2 Program 170 170	Account 939190 Misc Serv(L4) 939190	Unit Price 250.00 Amount o 175.00 U Supplier subtota	Quantity 1 of Price JSD SD	Ext. Price 250.00 USD edit 250.00	~

Request for Payment 1.1

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Winston-Salem State University

10. Click Place Order.

	- Ann				
Â	SU		Jacqueline Jenkins 🔻 🔰	Action Items 672	Notifications 9 📮 250.00 USD 🔍
	Germany				
	Shop > My Carts and Orders > Open	My Active Shopping Cart 🗢 📏 Accounting C	odes - 1526436 - Draft Requisition		
	🥝 General 🥝 Shipping Billi	ng 📀 Accounting Codes 📀 Interna	al Notes and Attachments Extern	al Notes and Attachments	Final Review Place Order
				🕚 Ret	turn to shopping cart 📧 Continue Shopping
<i>b</i>	Vou have com	pleted the required information in	this step. At this point, you can d	the following:	
	Descenden als			Plant Barton	
1	Proceed to th	e next step: Internal Notes and Atta	achments. Go straight to the end:	Final Keview.	
	🗥 You need to b	e aware of the following issue(s), b	out it will not prevent you from su	bmitting your request	
	Splitting by 'A different split	mount of Price' at the header prevents ch method at the header.	nanges to Accounting Codes at the line	. If you need to make chan	ges at the line, choose a
10					
Ш.	Requisition PR Approvals PO Preview	w Comments Attachments (1) History	r		
	Summary Shipping Billing	Accounting Codes Supplier Info	Taxes/S&H		🖨 ?
					Hide value descriptions
~			Accounting Codes		?
~		These values	apply to all lines unless specified by line it	em	
	Fund	Organization	Program	Account	Amount of edit
		vern =	2000000		Price
6 0	117020 Data Processing	25030 Administrative Data Center	170	939190 Misc Serv(L4)	175.00 USD
	117022	50000	170	939190	75.00 USD

SU		Jacqueline Jenkins 🔻	Action Items 672	Notifications 9	📜 0.00 USD
Shop > My Carts and Ord	ers 🖒 Open My Active Shopping Cart 😎 🖒 Submitted - Requisition 1526436				
🕝 Requisition S	ubmitted				
Next Steps					
You can view or print th	is at: Requisition 1526436, or via the Document Search page				
Search for another	ritem				
<u>View order histor</u>	<u>r</u>				
<u>Check the status</u>	of an order				
<u>Create new draft</u>	cart				
Requisition Summar	v				
Requisition number	1526436 Quick View				
Requisition status	Pending				
Cart name	Dr. Jones Computer Services				
Requisition date	3/9/2016				
Requisition total	250.00 USD				
Number of line items	1				
Number of line items					