Request For Payment

Winston Salem State University

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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
- 949190  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. **Check the Budget.** Log into Banner to make sure funds are available in the account. Use Banner form FGIBAVL.
2. **Find the Vendor ID.** 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 NOT in SU Express, contact Purchasing at ext. 2930.

![Banner FTMVEND form with instructions and example data]

**Note:** Out of state Payee Subject to 4% NC Withholding. This payment may be taxable.
3. **Logging into E-Procurement.** In a Web Browser, enter the URL (Web Address) provided by Purchasing.

- Input User name example: valentineje (lowercase)
- Password *(Network Password)*
- Sign In
4. Select the **Request For Payment** icon that is displayed on the homepage.
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.
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**.
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.

![Message Bar Image]

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**.

27. Click **Place Order**
28. Complete Message.
Splitting Account Codes

1. After clicking - **Proceed to Checkout**

2. Click **edit** within the Accounting Codes section.
3. Populate the first Fund and Account codes. Then click **recalculate. Save.**

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

9. Notice how the line looks being split between two account codes
10. Click **Place Order**.