Payment Request Form Instructions

Preparer - REQUIRED

Preparer Name _____ Department _____

Phone # _____ Email _____ Date _____

Enter the preparer's name, department, phone number, email address, and the date the form is being initiated. This information will be used by Accounts Payable to contact the preparer with questions related to the payment.

Special Handling – OPTIONAL

Accounts Payable's standard procedure is to process payment forms on a first in, first out basis and to mail checks directly to the vendors being paid. Requests for exceptions to this process are considering special handling requests and must be noted in this section.

Special Handling

☐ RUSH request (See form instructions for guidance on RUSH requests.) DATE NEEDED: _____

☐ Mail vendor copies with check. (Copies must be provided by submitter. AP retains original documentation and does not make copies.)

☐ This payment fulfills a contract that requires payment when the service is provided OR is initiated all or in part by the Office of General Counsel OR involves payroll withholding. The following person will pick it up. (Regional Campuses: provide the name of the person to whom the check should be sent via regional courier.)

Name _____ Email _____ Phone # _____

- RUSH – Accounts Payable generally processes payments within ten days of receiving fully documented and signed payment requests. It is your responsibility to plan ahead for this processing time. Rush requests (requesting payment processing within less than ten days) disrupt the payment process and should be avoided unless urgent and due to unforeseeable circumstances. Such requests are subject to review and may be denied by the manager of Accounts Payable.
- VENDOR COPIES – Accounts Payable retains all original documentation. Copies of documentation that you want to be mailed with a vendor check must be provided with the payment request as AP will not make the copy.
- PICKUP –Accounts Payable mails checks directly to their payees. Exceptions to this rule are limited to: payments fulfilling contracts that state that payment is due on the date when the service is provided, payments initiated all or in part by the Office of General Counsel, payments involving payroll withholding, and payments initiated by the Controller's Office to return unspent grant funds.

Payee/Vendor - REQUIRED

Name _____ **Remit Address** **(where payment** **will be sent):** _____ _____ _____	Enter the vendor's name and remit address (the address to which payment will be sent) in this section. If the payment is being made to an individual but is being mailed to a business address, you must include the individual's home address for tax reporting purposes.
_____ **Vendor ID (Banner ID)**	Enter the Vendor ID as it appears on the Vendor Profile in PaymentWorks.
Required for all payments: ☐ This vendor does not accept credit cards or charges a fee for credit card payments. ☐ Vendor accepts credit cards but payment is $2500+ or paying via departmental pcard would otherwise violate university policy.	Mark the appropriate box in this section. This may require contacting the vendor or visiting its website. Departmental purchasing cards (pcards) are the primary method for paying invoices for goods and services less than $2500. A Payment Request Form should only be submitted for payments that meet the following criteria: • Vendor does not accept credit cards • Vendor charges a fee for credit card payments • Invoice is $2500 or more • Vendor is an independent contractor • Invoice is for the purchase of alcohol, gift cards, or requires advance approval by an executive officer (e.g., individual membership) • Invoice is for a vendor using an MCC that is blocked on the pcard in order to facilitate compliance with university contracts (e.g., restaurants) Questions about why a vendor's MCC is blocked on a card can be sent to pcard@kent.edu. Payment forms submitted for payments that should be made via pcard will be returned, unprocessed, to the submitting department. Pcard cardholders may submit a Purchasing Card Maintenance Form to request a monthly credit limit increase in order to comply with this.

Payee/Vendor – REQUIRED (continued)

Required for payments to individuals: ☐ Individual is a US citizen ☐ Individual is not a US citizen	If the payment is being made to an individual, mark the appropriate box. This information is required so that the university can fulfill its tax withholding and/or reporting obligations. If the individual is not a US citizen, contact the Tax department (tax@kent.edu) to see if the payment is allowable based on visa status. If the payment is not being made to an individual, leave both boxes blank.

Accounting Allocation - REQUIRED

Commodity Code **Amount** |	
	| **Supp. Page Subtotal** [ ] **Total** [ ]	Commodity codes allow the university to track spend data based on <u>what</u> good or service is being purchased. • **Commodity code** – enter the commodity code for the good or service being purchased. A list of commodity codes is included in the sheet labled "Commodity Codes" • **Amount** – enter the portion of the invoice that is attributable to the commodity code listed to the left If you have entered commodity code information on the supplemental page, it will automatically carry to the **Supp. Page Subtotal**. The Total, which must match the total in the accounting code section to the right, will automatically calculate.

Index/Fund Name	Index	Fund	Account	Amount
			Supp. Page Subtotal	
			Total	

The accounting codes entered in this section will determine what index or fund is charged for the payment.

- Index/Fund Name – enter the name of the index or fund that should be charged
- Index and Fund – enter either the index or the fund that should be charged. Each line should have only one of these columns filled—if an index is entered, there should be no fund and vice versa.
- Account – enter the account to be charged. A list of accounts can be found on the Business Administrator Services webpage.
- Amount – enter the portion of the invoice to be charged to the index (or fund) and account combination listed.

If you have entered accounting code information on the supplemental page, it will automatically carry to the **Supp. Page Subtotal**. The Total, which must match the total in the commodity code section to the left, will automatically calculate.

Reminder: Purchases of goods $2500+ and services over $50,000+ require a purchase order. When a purchase order has been created, a Payment Form should not be submitted.

Business Purpose:

State the business purpose for which the purchase is being made, not the reason why a payment form is being submitted.

Example of a sufficient business purpose statement:

Football team transportation for game on 10/07/2017.

Example of an insufficient business purpose statement:

To pay invoice #175

Attestation & Signatures - REQUIRED

I hereby certify the following about this expenditure: the goods or services have been received, it has a business purpose which is consistent with federal, state, granting agency, and university policies and regulations, and it is within the budget of the department or unit making the request.

Requester Signature	Printed Name	Position/Job Title	Date
Approving Authority Signature	Printed Name	Position/Job Title	Date
Approving Authority Signature	Printed Name	Position/Job Title	Date
Principal Investigator Signature (Grant Use Only)	Printed Name	Position/Job Title	Date
Executive Officer Signature	Printed Name	Position/Job Title	Date

All payment request forms require signatures from at least two separate individuals. The first line can be signed by the person preparing the form or by the person who made the purchase. The second line must be signed by somebody who has signing authority for the index or fund being charged. Additional signatures are required based on the amount of the payment and certain policy requirements. The following payment types require a signature from the executive level:

- Meals & entertainment
- Individual memberships
- Sponsorships
- Gifts
- Gift cards

In addition, if a grant is to be charged for the payment, a principal investigator signature may be required.