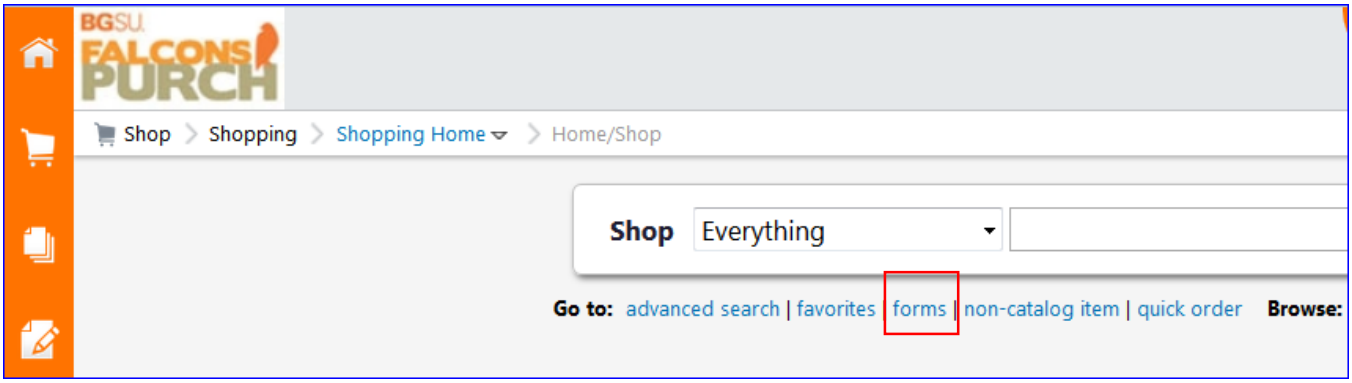
Payment Request Form - Instructions

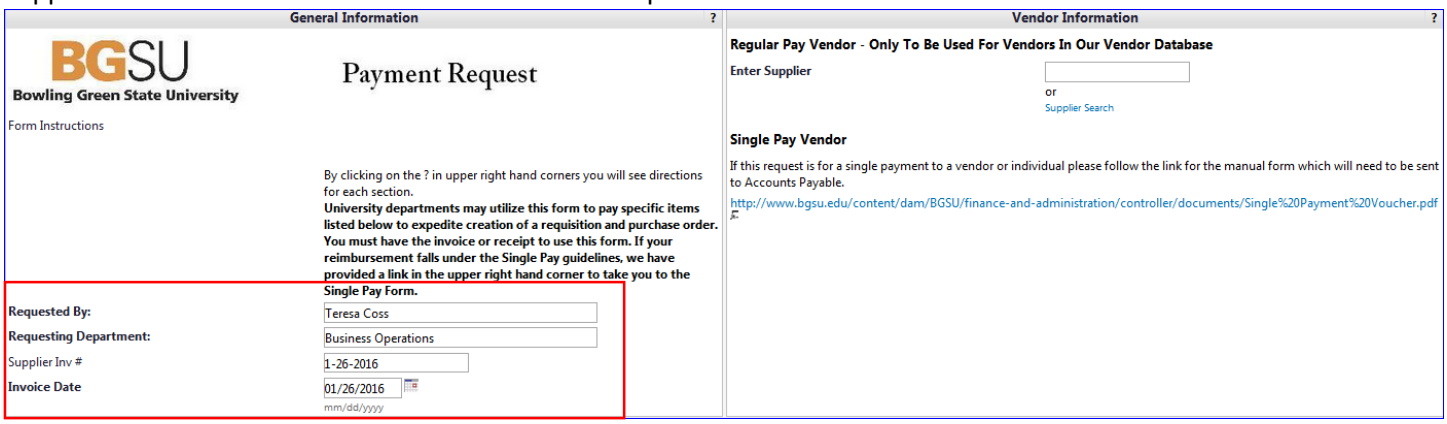
The Payment Request Form is now an electronic document that can be located and submitted in Falcon's Purch. The form is only to be used for the payments shown below. Any requests that do not fall under these categories will be rejected and a non-catalog item will need to be entered for the payment. This form cannot be used to reimburse/pay students or employees.

- **Officials**: (athletics officials, judges for competitions)
    - Include all expenses for one individual on a single form
- **Honorarium**: (guest speakers, lecturers, artists, musicians, etc., that are not charging BGSU for their services)
    - Include all expenses in one form
- **Government agencies**: (county, state and federal)
- **Educational institutions**: (school districts and universities)
- **Participant award**: (non-employee participation in a project)
- **Stipend**: (non-employees who receive stipends as a condition of a grant)
- **Non-employee reimbursement**: (non-taxable reimbursements for supplies, travel, etc.)
- **OCA Use Only**
- **Bursar Use Only**

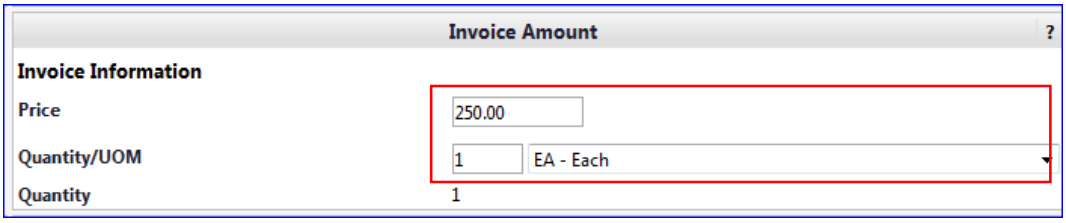
Select "forms" from the homepage.



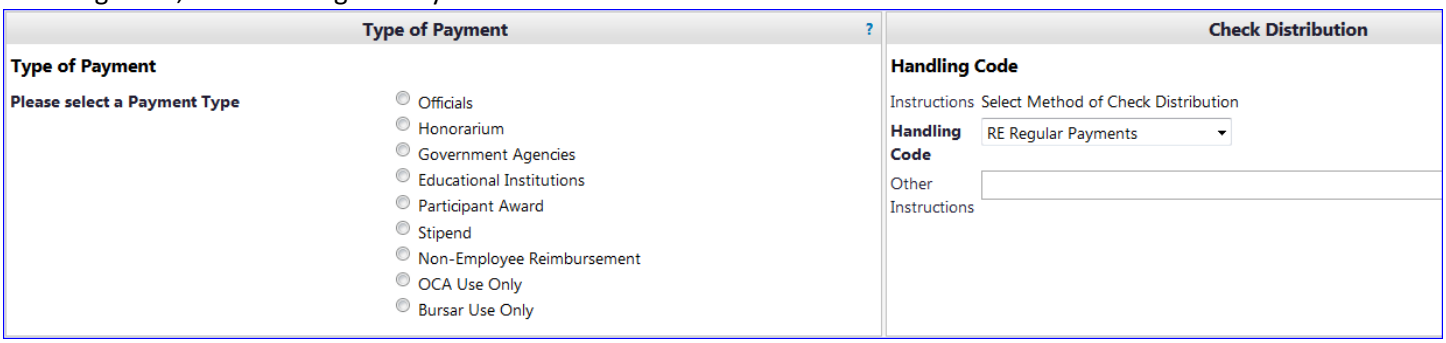
Below is the first section of the form. All fields below must be filled out. Please note that the Supplier Inv # field can contain only numbers, letters, forward slash (/) and hyphen (-). If you don't have an invoice number, you can enter the date services were provided in this field. **If you don't have an invoice date, enter the date of service/event**. Click on Supplier Search to locate the vendor that needs to be paid.



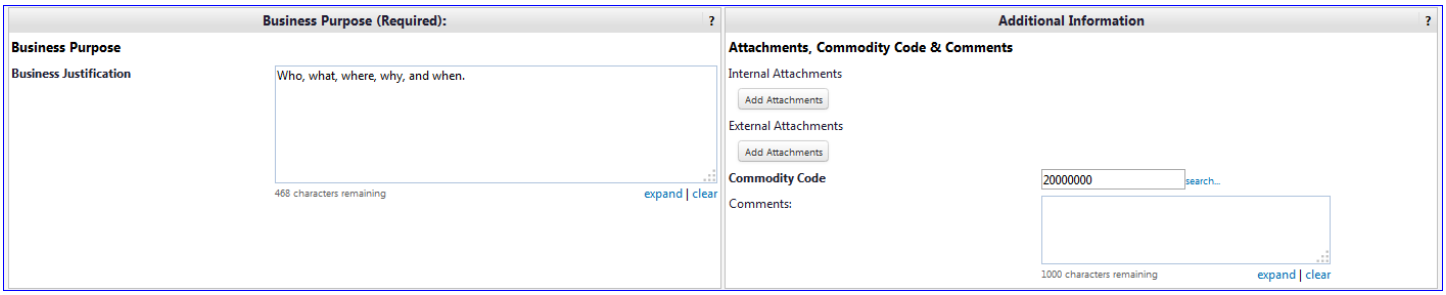
Enter the amount to be paid and EA – Each as the Quantity/UOM.



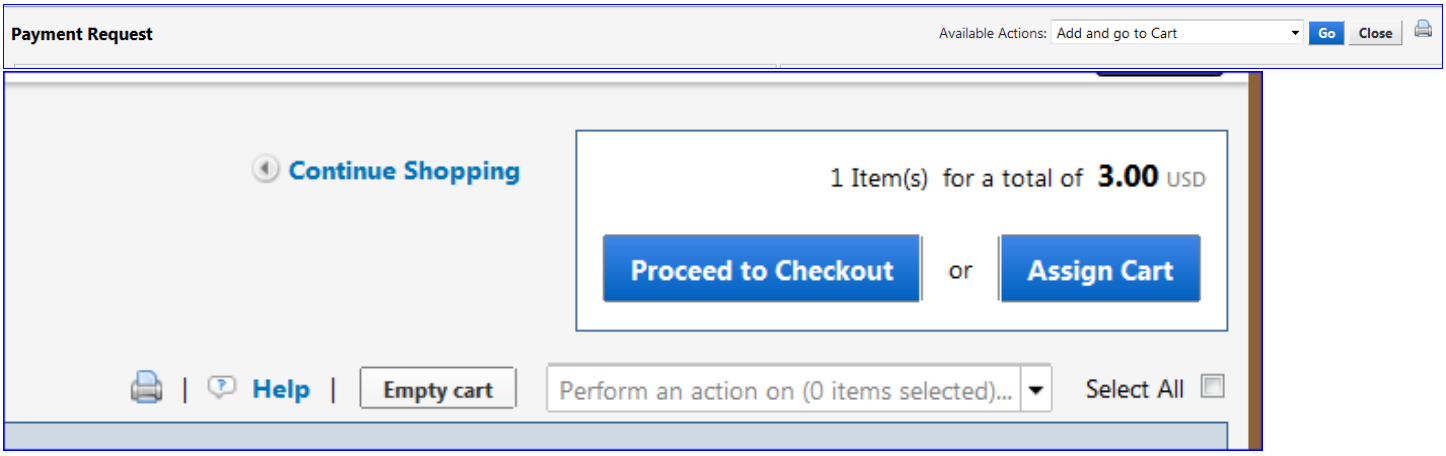
Select the Type of Payment and enter a Handling Code for the check distribution. If there are no specific instructions for Handling Code, select RE Regular Payments.



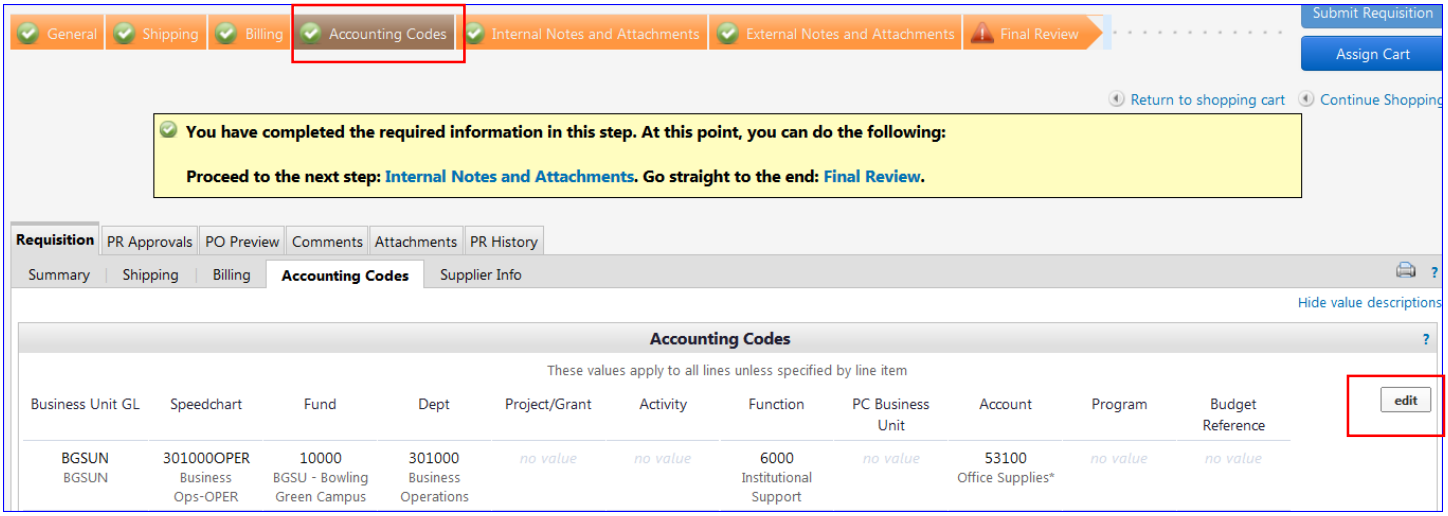
Enter the Business Purpose for the payment, this includes who, what, why, where and when. Attach supporting documentation, and select a commodity code (the form should only be used for services - **20000000 FP Services**).



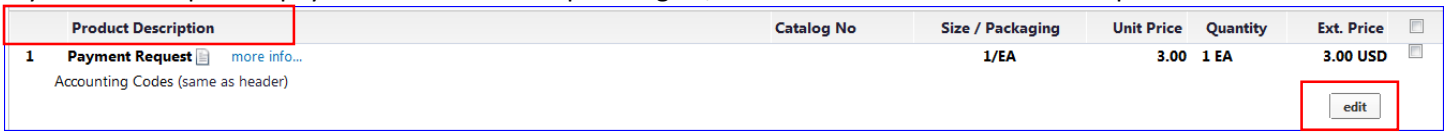
After you have filled out the form, scroll to the top of the page to Add and go to Cart. Proceed to checkout or assign cart.



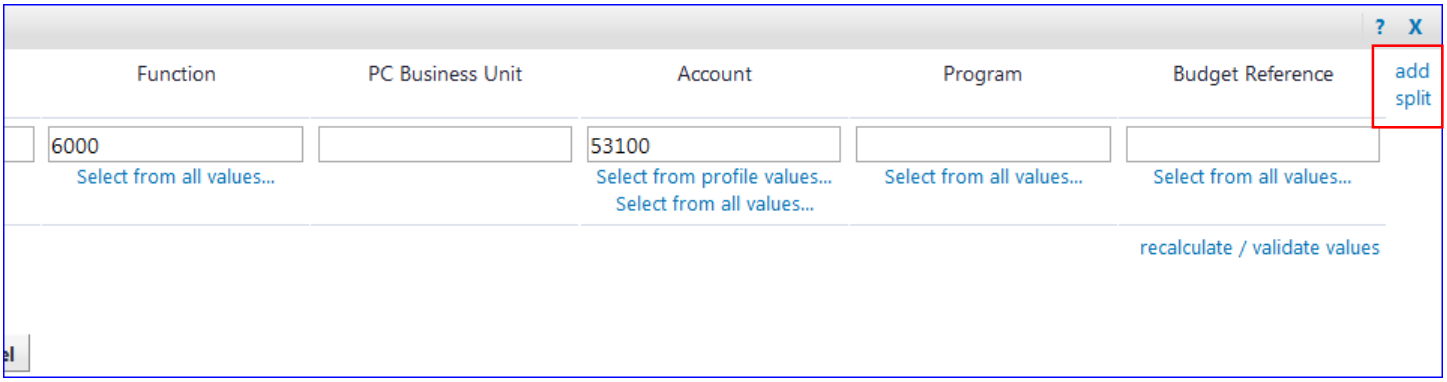
If you need to change the budget the payment is being directed to, click on Accounting Codes and then Edit.



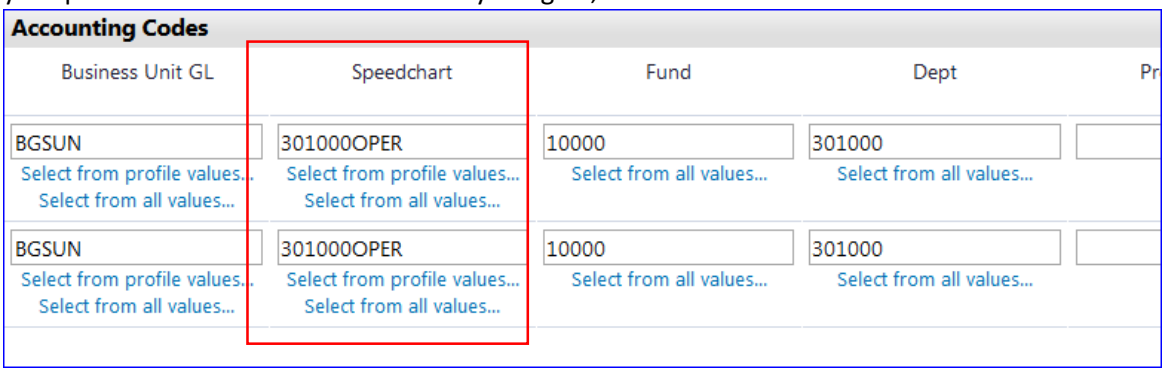
If you need to split the payment between multiple budgets, scroll down to the Product Description and click on edit.



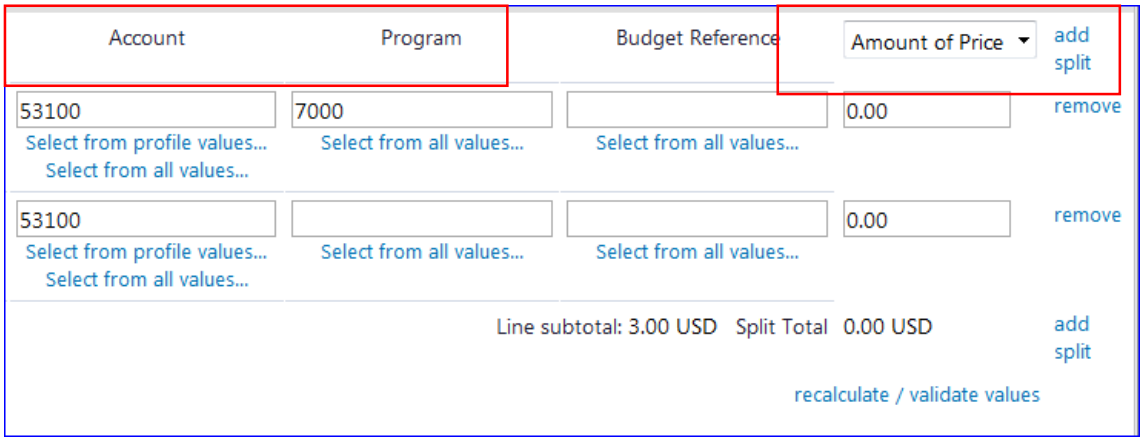
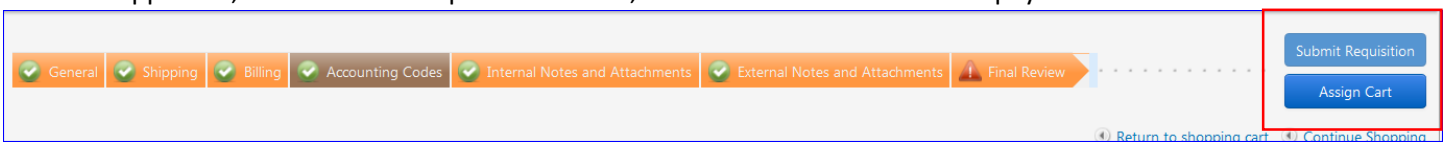
Scroll all the way to the right and select Add Split.



Select the speedchart for each line. Selecting from profile values will provide only the speedcharts you have added to your profile. To select from all University budgets, select from all values.



Make sure your account and if applicable program code are correct for each line. You can split by amount or quantity (amount is most commonly used). You can also click on add split again if you need additional lines.



Scroll back up to the top of the page and either Submit Requisition or Assign Cart to a requestor. After the requisition has been approved, it will turn into a purchase order, but it will NOT be sent to the payee.