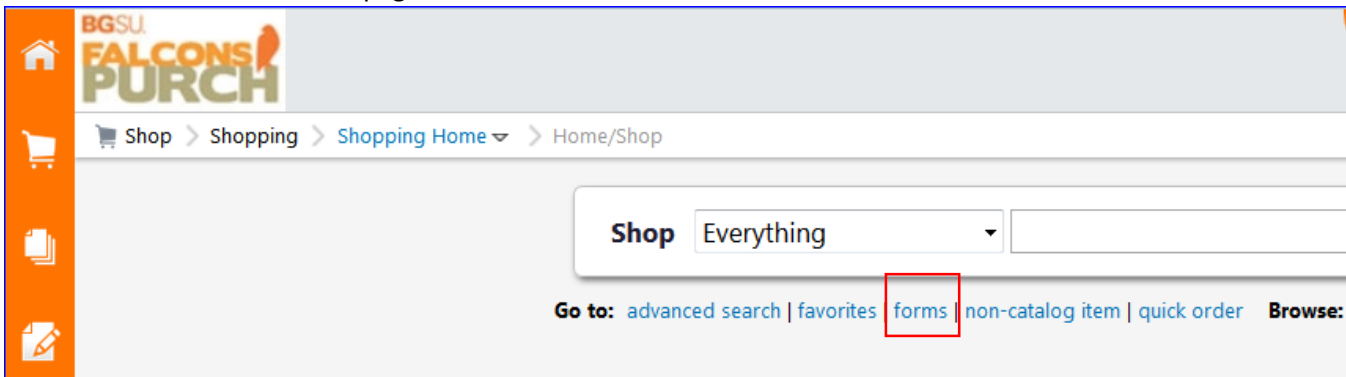


Payment Request Form - Instructions

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.

General Information		Vendor Information	
		Regular Pay Vendor - Only To Be Used For Vendors In Our Vendor Database	
Form Instructions		Enter Supplier <input type="text"/>	
		OR Supplier Search	
By clicking on the ? in upper right hand corners you will see directions for each section. University departments may utilize this form to pay specific items listed below to expedite creation of a requisition and purchase order. You must have the invoice or receipt to use this form. If your reimbursement falls under the Single Pay guidelines, we have provided a link in the upper right hand corner to take you to the Single Pay Form.		Single Pay Vendor If this request is for a single payment to a vendor or individual please follow the link for the manual form which will need to be sent to Accounts Payable. http://www.bgsu.edu/content/dam/BGSU/finance-and-administration/controller/documents/Single%20Payment%20Voucher.pdf	
Requested By:	<input type="text" value="Teresa Coss"/>		
Requesting Department:	<input type="text" value="Business Operations"/>		
Supplier Inv #	<input type="text" value="1-26-2016"/>		
Invoice Date	<input type="text" value="01/26/2016"/>		
	<small>mm/dd/yyyy</small>		

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

Invoice Amount	
Invoice Information	
Price	250.00
Quantity/UOM	1 EA - Each
Quantity	1

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.

Type of Payment	Check Distribution
Type of Payment Please select a Payment Type	Handling Code Instructions: Select Method of Check Distribution
<input type="radio"/> Officials <input type="radio"/> Honorarium <input type="radio"/> Government Agencies <input type="radio"/> Educational Institutions <input type="radio"/> Participant Award <input type="radio"/> Stipend <input type="radio"/> Non-Employee Reimbursement <input type="radio"/> OCA Use Only <input type="radio"/> Bursar Use Only	Handling Code RE Regular Payments Other Instructions

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 - **2000000 FP Services**).

Business Purpose (Required):	Additional Information
Business Purpose Business Justification Who, what, where, why, and when. 468 characters remaining	Attachments, Commodity Code & Comments Internal Attachments Add Attachments External Attachments Add Attachments Commodity Code: 2000000 Comments: 1000 characters remaining

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.

Payment Request	Available Actions: Add and go to Cart	Go	Close
Continue Shopping			
1 Item(s) for a total of 3.00 USD			
Proceed to Checkout		or	Assign Cart
Help Empty cart	Perform an action on (0 items selected)...	Select All	<input type="checkbox"/>

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

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit GL	Speedchart	Fund	Dept	Project/Grant	Activity	Function	PC Business Unit	Account	Program	Budget Reference
BGSUN	301000OPER	10000	301000	no value	no value	6000	no value	53100	no value	no value
BGSUN	Business Ops-OPER	BGSU - Bowling Green Campus	Business Operations			Institutional Support		Office Supplies*		

[edit](#)

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

Product Description

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Payment Request more info... Accounting Codes (same as header)		1/EA	3.00	1 EA	3.00 USD

[edit](#)

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

Function	PC Business Unit	Account	Program	Budget Reference
6000 Select from all values...		53100 Select from profile values... Select from all values...	Select from all values...	Select from all values...

[add split](#)

[recalculate / validate values](#)

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](#).

Accounting Codes

Business Unit GL	Speedchart	Fund	Dept	Pr
BGSUN Select from profile values... Select from all values...	301000OPER Select from profile values... Select from all values...	10000 Select from all values...	301000 Select from all values...	
BGSUN Select from profile values... Select from all values...	301000OPER Select from profile values... Select from all values...	10000 Select from all values...	301000 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.

Account	Program	Budget Reference	Amount of Price	add split
53100 Select from profile values... Select from all values...	7000 Select from all values...	Select from all values...	0.00	remove
53100 Select from profile values... Select from all values...	Select from all values...	Select from all values...	0.00	remove
Line subtotal: 3.00 USD			Split Total 0.00 USD	add split
recalculate / validate values				

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.

General	Shipping	Billing	Accounting Codes	Internal Notes and Attachments	External Notes and Attachments	Final Review	Submit Requisition	Assign Cart
Return to shopping cart Continue Shopping								