

Payment Request Form Instructions

Section title	How to complete section
Date	Enter the date the request was prepared (Today's date).
Amount Requested	This amount is automatically calculated when amounts are entered in the amount section below.
Date Needed	Enter the date the check or (petty)cash is needed. If there is an invoice attached showing terms of net 30 Accounts Payable will insure the check two weeks before the due date.
Name	Enter the payee's full name (Employee, Student, Vendor, etc.)
Attn:	Enter the attention to of the person receiving the check (if applicable)
Vendor/Maryville ID#	Enter the vendor, student, or employee 7-digit ID# . (leave this section blank if unknown) If it is a new vendor please make sure a submit a W9 (located on the portal) in order for Accounts Payable to the vendor in the system.
Street	Enter payee's street address.
City, State, Zip	Enter payee's city, state, and zip code.
Check disbursement options	Please check ONLY one (1) box.
Enrolled in ACH	The bank account you indicated during the ACH enrollment process will be credit. (1st Check after enrollment may be a paper check)
Postal Mail	The check will be mailed to the address listed above.
Hold for pick-up	The check will be held and you will receive an email from Accounts Payable when the check(s) is ready for pick-up.
Inter-Office	Enter the name of the person the check should be inter-officed to. Select Department below.
Department	Select Department to inter-office check. In the section approve the person receiving the check should be entered.
Payment Request type	Please check ONLY one (1) box.
Donations/Honorariums	Check this section if payment request is a donation either or honorarium .
OneCard	Check this section if a check is NOT being requested but the money is to be placed on a OneCard.
Payment	Check this section to pay a vendor invoice, a visitor/vendor (a W9 must be on file).
Payroll	Check this section if the payment request is to pay an employee (student employees included).
Petty Cash	Check this section if a check is NOT being requested but the money is to be picked up from the Student Service Center.
Refund	Check this section if payment requested is to refund someone .
Reimbursement-Employee	Check this section if payment request is to reimburse an employee for expenses paid out of pocket.
Reimbursement-Student	Check this section if payment request is to reimburse a student for expenses paid out of pocket.
Reimbursement-Visitor/Vendor	Check this section if payment request is to reimburse a visitor/vendor for expenses paid out of pocket.
Stipend	Check this section if payment request if a stipend is awarded.
Travel	Check this section if payment request is for travel and travel related expenses. Checking this box will take you to the Travel/Expense Report. Please complete both pages (Page 1 Payment Request Form & Page 2 Travel/Expense Form).
Other	Check this section if the reason for payment is not listed and enter reason for payment in the space provided.
Description	Enter a explanation for the purpose of the payment request.
Requested by	Enter the name of the person completing the Payment Request Form.
Account#	Enter the 11-digit Budget Account number. Separate number in the following format 00 0000 00000 by tabbing after the 1st two digits and next four digits (ie. 00 tab 0000 tab 00000)
Amount	Enter the amount for each corresponding account number listed.
Approved by	This section is to be signed by the person authorized to make charges on the account.
Clear Form	This button will clear the Payment Request Form.
Print	This button will print the Payment Request Form.
Submit to A/P	This button will email the Payment Request for to the AP email address.
Submit to Payroll	This button will email the Payment Request for to the Payroll email address.

Please attached all original receipts and complete all sections that apply

Payment request must be submitted to Accounts Payable by Noon, Wednesday to be included in that weeks check run.

Travel/Expense Report Section (complete this section ONLY for Travel and Travel related items) Page 1 MUST be completed for timely payment

Enter amounts in appropriate spaces (the totals are calculated automatically)

Purpose of Trip	Reason for Travel reimbursement.
Date	Enter Date of Purchase/Service.
Destination/Description	Name of vendor or trip destination.
Airfare	Enter Amount of airline tickets.
Miles	Enter number of miles driven.
Amount	This amount will be automatically calculated when miles are entered
Lodging	Enter Amount of lodging bill.
Meals	Enter amount meal receipts.
Other	Enter amount of other travel related expenses.
Other Expenses	Describe Expense in detail.
Total Expenses	This amount will be automatically calculated.
Less amounts previously paid by Company Card	Enter any amounts paid using company card or that you've already been reimbursed.
Less personal expenses or travel advances	Enter any amounts on receipts for personal items not related business expenses. Also, any travel advances received.
Total due Payee (or Maryville)	This amount will be automatically calculated.

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