

Controller's Office Request for Payment

For internal use only

VOUCHER # V

WIRE DATE

WIRE CHECK # W

Date of Request	
Payee T# or Vendor ID (required unless new payee)	

WIRE

All new payees/vendors must have a profile set up in Supplier Management. Contact AP with any questions.

US Citizen?    Yes                  No	<b>If not a US Citizen; additional</b> information will be required using Sprintax. Please notify payee of this requirement to ensure timely payment.
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Payee Name

Address Line 1

Address Line 2

City/State/Zip	Country
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	<b>Payment Handling</b>	<b>Check One Box</b>
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Requestor's Name	Send to Payee by	Direct Deposit	Check
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Email Address	Send to payee w/enclosure (enclosure must be included)	
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Campus Phone #	Pickup check in Human Resources	
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Business Purpose	Index	Account	Amount USD

Total Amount	
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Requestor's Signature

Authorizing Signature (with budgetary responsibility)

Printed Name

Date

Printed Name

Date

To ensure prompt processing, please attach all supporting documentation to the RFP creating one pdf document. Attaching proper documentation with your submission will avoid unnecessary delays. RFP's with missing support will be returned.

## A summary for completing/submitting RFPs

- 5 - 10 business day turnaround from when received by accounts payable
  - Note: If RFP is incomplete, this time resets when we receive needed information
- Separate RFP submission for **international vs US citizen** students
  - If the payment is deemed to be taxable (for international students only), we will start the Sprintax tax verification process. Make sure the international students are aware that they will be receiving an email from Sprintax. Their payment will be on hold until they complete the request from Sprintax.
- A *complete* RFP must be submitted to be processed
  - Date of Request = date submitting RFP
  - Payee T# or Vendor ID = Banner ID
  - US Citizen? = Check the applicable box
  - Payee Information Block
    - Complete the Name and address information
  - Requestor's Information Block
    - Name of person completing RFP. Include campus email address and phone number where you can be reached if there is a question regarding the RFP
  - Payment Handling Block
    - Send to Payee by = check the appropriate box (either Direct Deposit or Check)
    - Send to Payee with enclosure = if we need to send documents with the check, check this box. Also included the enclosure.
    - Pick up check in Human Resources Office = check this box if the requester wants to pick up the check.
  - Business Purpose Block
    - proper business description detailing the who, what, where, when details
    - Index and account number
    - Amount
  - Signature Blocks
    - Requestor's Signature
    - Authorizing Signature (if needed, according to approval limits)
  - Supporting documentation (award letter detailing what the funds will/can be used for, etc., itemized receipt(s) showing date, what was purchased, amount, and payment method) attached. RFP and supporting documentation must be combined into one pdf document.
  - If there are multiple payments to the same FOAP, an Excel list (must be Excel list) can be submitted and must contain (this can be used instead of submitting one RFP per person)
    - Provide Accounts Payable the actual Excel spreadsheet
    - T#
    - Student name
    - Amount
    - Y or N for direct deposit (Promote accounts payable direct deposit! This is different from payroll direct deposit)
    - Address to mail check to if no direct deposit
    - Graduating or continuing student
    - Total on the spreadsheet should match RFP total
  - Do not attach sensitive information to the RFP such as W9, ACH or WIRE form.