

# Payment Request Instructions

***NOTE:*** Training related to use of the *Payment Request form*, is available at a “Purchasing Made Easy” workshop. The instructions listed below are included in the *Purchasing Made Easy training manual* and are also available at the *Fiscal Services web site* at <http://fiscal.gmu.edu/index.html>

## **IF:**

You cannot use the Purchase Card (P-Card), and are requesting payment for one of the following items:

- Employee Reimbursements
- Conference registration fees
- Prepayments (limited to non goods/services related payments, such as the US Dept. of Homeland Security or US Postal Service)

**THEN** you should use the *Payment Request form*.

The *Payment Request form* has been designed to facilitate and expedite requests for payment by departments and operating units in the situations listed above.

Step-by-step instructions on the use of this form are listed below:

## **Optional Tracking Number**

Use this field to match accounting records to your source documents. You may use any alpha or numeric system you choose.

## **Use of this form**

Limitations on the use of the *Payment Request* are printed in the top section. You must check one of the boxes to indicate the type of payment you are requesting. If the payment requested is not one of the types listed above, you must place the order in the eVA system. You may call Purchasing and Accounts Payable at x3-2580 with any questions.

## **Payee Information**

***Payee:*** Enter the name as it should appear on the check.

***Address:*** Enter the address where the check will be mailed.

***Date of Request:*** Enter the date the request is submitted to Accounts Payable.

***SSN or FIN:*** Enter the Social Security number (SSN) or Federal Identification number (FIN) of the payee, if known. If the payee is a University employee or student, enter G number instead of SSN.

***Date Required:*** If there is a deadline for receipt of this check, enter the date here. If there is not deadline, you may leave this line blank.

## **Special Handling**

Use this field to indicate special handling instructions. Check any box that applies or enter specific instructions under the “Other” checkbox.

## **Nature of Expenses and Amount**

***Nature of Expenses:*** Use this area to describe the purpose of the payment request. Include all information needed to justify the expenditure as a bona fide use of state funds.

***Enter Fund/Org and Account codes*** to be charged. A complete list of account codes is available online on the Accounting Operations page at the *Fiscal Services web site* (<http://fiscal.gmu.edu>). The report is titled Account Hierarchy Report. Accounting Operations at ext. 3-2637 is available to assist with selecting the appropriate account code.

***Activity Code:*** This code requires pre-approval. Enter the activity code if applicable.

***Amount:*** Enter the amount of the request in U.S. dollars and cents.

### ***Check any box that applies:***

1. If the payee is a nonimmigrant visa holder or the payment is made on behalf of a nonimmigrant visa holder, the *Payment Request form* must be submitted to the Office of International Programs & Services (OIPS), MS 4C3. Contact OIPS at ext. 3-2952 for additional information regarding payments to nonimmigrant visa holders.
2. The *Payment Request form* may be used to request reimbursement to Mason employees or students for out-of-pocket expenditures made on behalf of the University. Original receipts must be attached to the *Payment Request form*. Only non-travel reimbursements are permitted to be made to employees or students using this form. All other payments are to

be made through the Payroll department or requested on a Travel Reimbursement Voucher or Scholarship/Fellowship payment request form. Virginia sales tax is not a reimbursable expense.

3. First time vendors who are not employees or students must complete and sign a W-9 form, which is available online at [http://fiscal.gmu.edu/Forms/Purchasing%20Forms/W-9\\_form.pdf](http://fiscal.gmu.edu/Forms/Purchasing%20Forms/W-9_form.pdf). Fax copies are acceptable. Attach the W-9 form to your completed *Payment Request*.

### **Signature Requirements**

#### ***Employee Reimbursements:***

If the request is for reimbursement:

1. The employee or student being reimbursed must sign on line 1; and
2. The supervisor of the person requesting reimbursement must sign on line 2 and an approving official for the fund/org must sign on line 3.

#### ***Other types of payments:***

For payments other than reimbursements, an approving official may sign on either line 1 (if he or she is completing the form) or on line 2. *It is not necessary for an approving official to sign both lines.*

#### ***Signature Cards:***

All persons signing as approving officials must have a signature card on file in Accounts Payable for the fund or organization being charged. Contact Purchasing & Accounts Payable at 3-2580 with any questions.

### **Requesting Department/Organization**

***Dept. Name:*** Enter the name of your department.

***Contact Person:*** Enter your name as the person Accounts Payable will contact with questions.

***MSN and Tel:*** Enter your Mail Stop Number and telephone number.

### **Distribution**

Send the original *Payment Request* form to Accounts Payable (MSN 3C1) with any required attachments. You should keep a copy of the form for your records. For reimbursements over \$2,000 related to a fund that begins with 2, payment requests must be sent to the Office of Sponsored Programs for approval.

### **Important Points to Remember**

**Employee reimbursements** of \$20 or less may be obtained in the Cash Office. Bring a completed *Payment Request* form, all required receipts, and your Mason photo ID for a cash reimbursement.

Reimbursements must be for department business expenses only. By signing the *Payment Request* form, the employee certifies that this is a necessary and appropriate expenditure by the University that has not been or will not be reimbursed by another party. Signature acknowledges that the goods purchased become the property of George Mason University.

**Conference registrations:** If there is a due date for an early registration discount, note this date on the *Payment Request* form on the *Date Required* line. Accounts Payable will expedite these payments in order to receive the discount. Please allow 10 days to process the payment. (Note: Before preparing a *Payment Request* form, ask if the conference will accept the P-Card. This will be the most efficient way to pay for the registration.)

The University is exempt from paying sales tax in Virginia except for the tax on lodging and prepared food. If you buy something on behalf of the University and request reimbursement, you will not be reimbursed for sales tax. The Sale and Use Tax Certificate of Exemption is available online at

[http://fiscal.gmu.edu/Forms/Accounts%20Payable%20Forms/virginia\\_ST-12\(rev11-99\)GMU.pdf](http://fiscal.gmu.edu/Forms/Accounts%20Payable%20Forms/virginia_ST-12(rev11-99)GMU.pdf), or contact Purchasing & Accounts Payable at 3-2580 for a copy of the University's Sales Tax Exemption Certificate.

**Payments to students** that are compensatory in nature must be processed through Payroll.