Non-PO Payment Request Instructions

CHAPMAN UNIVERSITY

Non-PO Payment Request

BUDGET YEAR	DATE CHECK REQUIRED	EXPRESS CHECK (additional charge)		SUPPLIER NUMBER	VOUCHER NUMBER
		☐ YES			

MAKE CHECK PAYABLE TO (NEW SUPPLIER – ATTACH W-9 FORM) | **NON-RESIDENT ALIEN** ☐ YES

MAILING ADDRESS (MUST BE FILLED OUT)

CITY	STATE	ZIP CODE	FOREIGN PROVINCE

SUPPLIER CONTACT NUMBER | **SUPPLIER EMAIL**

INVOICE DATE	INVOICE NO./DESCRIPTION OF CHARGE	ACCOUNT	FUND	DEPT ID	PROGRAM	PROJ/GRANT	CLASS	AMOUNT
CHARGES								
CREDITS								

☐ PICK-UP CHECK EXT# _____ ☐ MAIL CHECK | **TOTAL PAYMENT**

PREPARED BY	EXT.	DATE	SPECIAL INSTRUCTIONS

APPROVAL WILL BE LAUNCHED THROUGH WORKFLOW AFTER A/P ENTRY INTO PEOPLESOFT

ACCOUNTS PAYABLE USE ONLY

ENTERED BY	
DATE	

Non-PO Payment Request can be used to pay for honorariums, membership, subscriptions and conference registration. Other purchases should be initiated through the Purchasing module to utilize Purchasing's expertise and to ensure proper approval is obtained before the purchase is made.

Header fields

Budget Year	The fiscal year of the expense. For 2014-15, the budget year will be 2014. It is always the first year listed.
Date Check Required	The date the check needs to be mailed or picked up.
Express Check	Formerly known as Handwrite check. Any requests received in Accounts Payable by 10:30 a.m. will be ready the next business day by 8:30 a.m. A fee will be charged for each Express Check requested.
Supplier Number	Used by Accounts Payable only
Voucher Number	Used by Accounts Payable only
Make Check Payable To	The name of the vendor or supplier. If this is a new vendor/supplier, please attach the **Chapman University Substitute W-9 Supplier Information Form**.
Nonresident Alien	Check this box if the payee is a nonresident alien. A nonresident alien is any person who is not a U.S. citizen; a lawful permanent resident (green card holder), or able to pass the Substantial

	Presence Test.
Mailing Address	The street address. This field should be completed even if the check is being picked up.
City/State/Zip	The city, state and zip code if the address is in the U.S.
Foreign Province	The territorial unit and country if outside the U.S.
Supplier Contact Number	A phone number for the supplier in case there are any questions about this request.
Supplier Email	An email address for the supplier in case there are any questions about this request.

Item Fields

This section is divided into two sections, one for charges and one for credits.

Inv. Date	The date of the invoice or date of service. If not known, use today's date.
Invoice No./Description	The invoice number if available and a brief description of the charge/credit.

The following fields indicate the where the item is to be charged or credited.

Account	Six digit field indicating the line item to be charged.
Fund	Three digit field indicating the source of funds being used.
Department	Four digit field indicating the department being charged
Program	Five digit field indicating what portion of the department is being charged.
Proj/Grant	Six digit field indicating the grant or capital project being charged.
Class	Optional four digit field used by the department for tracking items such as an event, film project or faculty grant.
Amount	The dollar amount for this item.

Footer fields

Pick Up Check	Check this box if the check is to be picked up and provide the phone extension to be called when the check is ready.
Mail Check	Check this box if the check is to be mailed. Be sure to provide all paperwork to be sent with the check.
Total Payment	The total of the itemized items above.
Prepared by	The name of the person preparing the request, their extension and the date.
Approval	Approval will be launched through Workflow after AP entry into PeopleSoft
Special Instructions	Enter any special instructions or additional explanations in this box.