Boise State University | University Financial Services
Standard Operating Procedures

<table>
<thead>
<tr>
<th>Title:</th>
<th>Payment Request</th>
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</thead>
</table>
| Policy Reference: | 6130: Purchasing  
6140: P-Card  
6230: The Purchase and Offering of Gifts/Awards/I ncentives  
6240: Meals & Refreshments – Appropriated & Grant Funds  
6250: Public Relations & Alcohol Expenses  
6260: Meals & Refreshments – Local Funds  
6280: Retreats |

I. **Purpose & Overview**

The purpose of this document is to provide campus users with sufficiently detailed information to complete Payment Requests in accordance with University policy and central administration requirements. Payment requests are used to pay a non-employee or supplier for goods or services.

II. **Procedure**

1) **Process Flow**

   - Create Purchase Requisition
   - Attach Documentation
   - Approval Workflow
   - Accounts Payable Audit
   - Supplier Payment

2) **Definitions**

   a) **Payment Request**: A request for payment to a supplier or non-employee that is routed through Accounts Payable for processing.
      i. **Standard**: Requests for payments for goods and/or services provided to the university by suppliers/non-employees for which no purchase order has been issued.
      ii. **Refunds**: Requests for reimbursements to non-employee suppliers and non-credit students.
      iii. **Honorariums**: Requests for payments to a non-employee for a gift, honorarium, and/or other non-salary award.
      iv. **Participants**: Requests for payment to non-employee participants of research studies and trials.
      v. **Non-Employee Reimbursement**: Requests for reimbursement to a non-employee for expenses related to university business. ie. Candidate reimbursement.

   b) **Supplier**: A non-employee individual or entity.
c) **Charge Account**: Indicates the funding source used to pay each line item on a purchase requisition and includes fund, department, cost center, account, supplemental, and project segments.

d) **Requester**: Indicates the employee requesting the payment and drives standard approval workflow. This may be different from the employee entering the transaction.

e) **POET**: Indicates a restricted funding source used to pay the specific line item on a Payment Request and includes project, department, and account segments and task number.

3) **Requirements**
   
a) **Noncatalog Request**
   
i. **Item Description**: Enter a description of the good and/or service provided by the supplier.
   
ii. **Category Name**: Enter Payment Request.
   
iii. **Price**: Enter Invoice Amount.
   
iv. **Supplier**
   
   (1) **Existing Supplier**: Select appropriate supplier in the system.
   
   (2) **New Supplier**: Select New Supplier and enter the Supplier Name. Email Supporting documentation (Vendor Information Form) to accounts-payable@boisestate.edu. W9 information should NOT be attached to the transaction.
   
v. **Attachments**: Documentation may be attached at the top of the requisition or at the line item.
   
   (1) **Sensitive Information**: Never attach Social Security numbers, bank accounts, and other sensitive information to a transaction in the system. Please redact this information prior to attaching.
   
   (2) **Invoices/Receipts**: Upload all relevant invoices and/or receipts for direct payment to a Supplier.
   
   (3) **Forms**: Upload forms applicable to the specific transaction according to policy requirements.
   
   (4) **Department-Specific**: Upload additional documentation according to your department business process.
   
vi. **Justification**: Enter the business purpose. The business purpose should describe how the expense is reasonable and/or appropriate in supporting or advancing the goals and mission of the university.
   
vii. **Delivery**
   
   (1) **Requester**: The requisition will be routed to the supervisor of the requester for review and approval.
   
   (2) **Urgent**: If the request is urgent, update to Yes.
   
   (3) **Need-by Date**: If you marked Urgent, enter date.
   
viii. **Billing**: Enter funding source information for the transaction.
   
   (1) **POET**: Used to enter project funding sources.
   
   a. **Project Number**: Ten digit project segment.
   
   b. **Task Number**: 100002 for tagable assets, otherwise use 100001.
   
   c. **Expenditure Type**: Six digit account segment.
   
   d. **Expenditure Organization**: Five digit department segment.
   
   (2) **Charge Account**: This describes the funding source and should only be updated for non-grant funding sources. Each segment should be entered.
a. **Funding Source**: Select a favorite from your drop down. <OR> Enter
b. **Fund**: Four digit fund segment.
c. **Department**: Five digit department segment.
d. **Cost Center**: Seven digit cost center segment.
e. **Account**: Six digit account segment.
f. **Supplemental**: Ten digit supplemental segment; enter zeroes if not used.
g. **Interfund**: Default to 0000.
h. **Project**: Ten digit project segment; enter zeroes if not used.
i. **Future**: Default to 0000000000.

ix. **Note to Buyer**: Any special instructions should be entered for Accounts Payable in this field.

b) **Approval Workflow**

i. **Funding Source Person**: The Payment Request will be electronically routed to the funding source person of the department segment entered for each Charge Account for compliance and budget review and approval.

ii. **Supervisor**: The Payment Request will be electronically routed to the supervisor of the employee that is entered as the Requester for strategic review and approval.

iii. **Principle Investigator (PI)**: The PI will be added to the approval workflow with project-funded transactions for review and approval.

iv. **Additional Approval Levels**: The Payment Request will be electronically routed to additional levels of approval for higher dollar amounts.
   1. >$9,999: Department Head, Chair, Director
   2. >$24,999: Dean, Associate Vice President
   3. >$50,000: Vice President

v. **Modifying**: Approvers are able to modify the approval workflow to delegate, reassign, or add approvers in the approval workflow according to department business process.

c) **Review & Payment**: Accounts Payable will review each Payment Request for compliance and approve or reject these requests.

i. **Invoice/Receipts**: Confirm all invoices and receipts are legible, itemized, and match the requisition lines.

ii. **Forms**: Confirm all required forms are attached according to university policy and procedure.

iii. **Supplier**: Confirm supplier record matches the invoice. Obtain updated Vendor Information Form, if necessary.

iv. **Approval**: Confirm all approvals are received.
   1. **Purchases >$2000**: Reviewed by Purchasing.
   2. **Foreign Vendors**: Reviewed by Tax Compliance.

v. **Processing**: Payment Requests are converted to a PO and then an Invoice prior to payment. This is a system task required to make payments and print checks.

4) **Supporting Documentation**

a) **Invoice**: Provided by a Supplier as a request for payment for goods and/or services provided. Invoices should be itemized and legible.

b) **Receipts**: Electronic documentation is considered the valid record. Receipts should be itemized, show proof of purchase, and be legible.
c) **Event Expense Summary**: Complete and attach this form in conjunction with payments related to meals, refreshments, and alcohol. Additional documentation requirements are included in the instructions on the form.

d) **Retreat Request**: Complete and attach this form to request payment for retreat related expenses.

e) **Non-Employee Reimbursement Request**: Complete and attach this form to request reimbursement to a non-employee for expenses related to university business. Additional documentation requirements are included in the instructions on the form.

f) **Vendor Information Form**: Complete and email this form to Accounts-Payable@boisestate.edu with taxpayer identification number (TIN) for entities that expect payment as a supplier for the university. DO NOT ATTACH to the transaction in OFC.

g) **Contract/Agreement**: Written contracts and/or agreements approved by General Counsel for a Supplier. Sensitive information should be redacted prior to attaching to a transaction.

h) **Refunds**: Documentation showing receipt of payment including address to mail check. W-9 is not required documentation for refunds.

i) **Department-Specific Documentation**: Check with your business manager for additional department documentation requirements.

5) **Best Practices**

a) For recurring Payment Requests, use the Duplicate functionality to copy and revise requisitions previously submitted.

b) Ensure the Requester and Funding Source are correct prior to submitting to ensure standard approval workflow is correct.

c) Use keywords in the Item Description field to gather similar transactions in a search.

d) Attachments should not contain sensitive information such as Social Security numbers, banking or credit card account numbers, etc.

III. **Additional References**

<table>
<thead>
<tr>
<th>Source</th>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oracle Financials Cloud (OFC)</strong></td>
<td>System</td>
<td>Expense Reports are entered in OFC for expense items, approval, and reimbursement.</td>
</tr>
<tr>
<td><strong>Event Expense Summary</strong></td>
<td>Form</td>
<td>Used to comply with expenses related to Meals &amp; Refreshments and Public Relations &amp; Alcohol policies.</td>
</tr>
<tr>
<td><strong>Retreat Request</strong></td>
<td>Form</td>
<td>Used to comply with expenses related to Retreats policy.</td>
</tr>
<tr>
<td><strong>Non-Employee Reimbursement Request</strong></td>
<td>Form</td>
<td>Used to comply with expenses related to reimbursement of non-employee entities.</td>
</tr>
<tr>
<td><strong>Vendor Information Form</strong></td>
<td>Form</td>
<td>Used to comply with IRS requirements for paying employee and non-employee entities.</td>
</tr>
<tr>
<td><strong>Creating and Submitting Payment Request Requisitions</strong></td>
<td>Training</td>
<td>This tutorial will guide you through creating and submitting a Payment Request in OFC.</td>
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<td><strong>Reviewing and Approving or Rejecting Purchase Requisitions</strong></td>
<td>Training</td>
<td>This tutorial will guide you through approving or rejecting Purchase Requisitions.</td>
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<td><strong>Reviewing Purchase Requisition Status</strong></td>
<td>Training</td>
<td>This tutorial will guide you through reviewing the status of a submitted Purchase Requisition.</td>
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