PAYMENT REQUEST FORM
-PantherMart Process-

Office of Disbursements

Georgia State University

Document Name:	PAYMENT REQUEST FORM - PantherMart Process
Responsible Department:	Office of Disbursements
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Contact:	Director, Disbursements

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1 General Purpose

The payment request form is used to initiate payment to university vendors and individuals for amounts less than $25k. The payment request form can be found on the PantherMart homepage under "Forms."

Common requests for payment using the form include:

1. Non-PO Personal Services and Honorariums ($4,999 or less)

2. Employee/Student Reimbursements (non-travel related)

3. Employee/Student Prepaid Lodging

4. Non-Employee Travel Reimbursements

5. Non-Employee Lodging (Direct Bill)

6. Non-Employee Airfare Purchased through Travel Inc.

7. Relocation and Moving Expenses

8. Scholarship, Fellowship, Participant Support Payments

9. Stipends (non-payroll related)

University departments should not initiate a payment request form if a purchase order has been processed. Submitting a payment request form when there is an existing purchase order will duplicate the request.

1.1 Payment Request Form Instructions

- Carefully review the requirements relative to the type of payment being initiated.
- Ensure the vendor is set-up to receive payments. Contact Supplier Management to obtain vendor set-up instructions, including EFT (direct deposit) payment options.
- Complete all required fields on the payment request form including the reason for payment.
- Attach all supporting documents such as an invoice, memo of agreement, registration form, receipts, etc. Ensure supporting documents are legible and organized. **Payments will not be processed from quotes, Pro Forma documents, statements, etc.**
- Receipts for reimbursements must indicate proof and method of payment. For example, if payment was made for a purchase using a personal check, a copy of the cleared check from the individuals bank is required. If payment is made by credit card, the receipt must show the type of card used and

last 4 digits of the card number. A copy of the credit card statement will be requested if the receipt does not show the type of card used and the last 4 digits of the card number.

- Submit **one** invoice per payment request requisition. Requests containing multiple invoices will be rejected.
- Minimum Invoice Requirements
    - Vendor's Name
    - Remit-To Address (Ensure the vendor's remit address as shown on the invoice is available in PantherMart prior to submission. Contact Supplier Management with questions regarding vendor set-up.)
    - Invoice Number
    - Invoice Date
    - Description of goods/services
    - Total amount due
- **Do not initiate a payment request form if a purchase order has been processed. Submitting a payment request form when there is an existing purchase order will duplicate the request.**

1.2 Processing Timeline

Submissions that are complete will be processed by Accounts Payable within 10 business days of receipt. We will notify the initiator of incomplete requests via the comments section of the PantherMart voucher. After 3 attempts to obtain the required documentation, the payment request will be rejected. If a payment has not been processed within this timeframe, or for urgent payments, email Disbursements for assistance.

Check runs occur on Tuesday and Friday of each week. All checks will be mailed within 2-3 days of the check date directly to the payee/vendor by Accounts Payable. Electronic Funds Transfer (EFT) runs occur daily. EFT payments will be directly deposited into the vendor's bank account on record. We encourage all vendors to elect to receive payments by EFT.

Adherence to the above guidelines and instructions will enable timely payment.

2 Required Documentation for Payments

2.1 Non-PO Personal Services and Honorariums

Use the Payment Request Form for payment of personal services and honorariums where the total cost of the engagement is less than $5,000.

To Initiate Payment for Non-PO Services and Honorariums:

- Complete the Service Provider Classification Worksheet (SPCW Form). The SPCW form is used to ensure an individual is properly classified as an independent contractor or employee and requires approval by Accounts Payable. To prevent delays in the payment process, we recommend seeking pre-approval prior to hiring an independent contractor.

- Complete the Payment Request Form in PantherMart.

- In the description field, sufficiently describe the service provided. Note: This information will appear on your departmental budget drilldown report.

- Attach documents to the payment request requisition for processing:

    1) Vendor's Invoice or Memo of Agreement (see minimum invoice requirements in section 1.1).

    2) Pre-Approved SPCW Form.

    3) Services $2,500 or greater may require an E-Verify Affidavit. Contact Purchasing for additional instructions.

    4) For Dual Appointment Agreements, contact Payroll for processing instructions.

Common Service Provider Account Codes			
751106	Interpreters	751109	IT Professional
751107	Veterinarian	751111	Photographer
751108	Honorarium	751115	Non-Contract Service Provider

2.2 Food Purchases

Georgia State University follows section 19 of the [USG Business Procedures Manual](#) as it relates to purchases/reimbursement for food. To review food purchases provided in the BOR Food Policy – see link:

- [19.7 Employee Group Meals](#)

- [19.8 Purchase of Food Using Institutional Funds](#)

To Initiate Payment/Reimbursement:

- Complete the Payment Request Form in PantherMart. Enter the event purpose and date in the description field. Note: This information will appear on your departmental budget drilldown report.

- Attach documents to the payment request requisition for processing:

    1) Vendor's Invoice (see minimum invoice requirements in section 1.1)

    2) For reimbursements, an itemized receipt of purchase (must show proof/method of payment)

    3) Listing of participants (include department/entity)

    4) A formal written agenda that includes session times, such as an event flyer, web link, e-mail invitation

    5) Must be within allowable per diem rates (set-up, delivery charges, and reasonable gratuity are excluded from the per diem rate)

        a. [In-State per diem](#)
        b. [Out-of-State per diem](#)
        c. [International Travel](#)

Account Codes

714119 Food for Student Events, Educational Meetings for Students, etc.

727142 Non-Employee Meals and Dining with Guests

727700 Employee Group Meals

727132 Food for Conferences

2.3   Reimbursements

Important Notes:

1. Registrations, Memberships, etc. may be reimbursed on a Payment Request Form. However, for reimbursements related to Employee/Student travel see instructions for Travel.

2. Contact Purchasing to discuss purchases of $5,000 or more and for furniture purchases regardless of dollar amount.

3. Reimbursements should be made for purchase of tangible items and some services, etc. Personal services should never be paid by an employee/student, then reimbursed. Personal services should be paid directly to an individual directly by the university to ensure proper reporting according to IRS regulations.

To Initiate Reimbursement:

- Complete the Payment Request Form in PantherMart. Enter the purpose of payment in the description field. Note: This information will appear on your departmental budget drilldown report.

- Attach documents to the payment request form requisition for processing:

    1) Vendor's invoice or itemized receipt(s) for purchase (must show proof and method of payment).

    2) Include a memo of justification for tangible items not shipped directly to the university.

2.4 Employee/Student Pre-Paid Lodging

Employee/student travel should be authorized and encumbered in advance of a travel engagement. Submit an electronic Travel Authorization Form to encumber the total estimated cost of travel.

PRE-PAID LODGING: GSU may pre-pay lodging for the benefit of employees and students. Department business managers or a designated representative may arrange for prepayment and direct billing of lodging on behalf of an employee/student traveler.

To Initiate Employee/Student Pre-paid Lodging:

- Travelers should contact the hotel to make lodging arrangements and request an email confirmation. The confirmation will serve as the invoice and must include the name of the traveler, dates of stay, and amount due.

- Using the reservation confirmation, the requesting department will complete a Payment Request Form in PantherMart **payable to the hotel**. If the hotel is not a vendor with the university, request a copy of their W-9 and submit the form to [Supplier Management](#) for vendor set-up.

- In the description field, note the name of the traveler and dates of stay. Note: This information will appear on your departmental budget drilldown report.

- To ensure payments are received by the hotel and posted to the travelers account, payment requests must be submitted to Accounts Payable **at least 15 business days prior to the check-in date**. University departments should be prepared to provide their UPS account number for requests submitted less than 15 business days prior to the check-in date to ensure prompt arrival of payment.

- **It is highly encouraged that all travelers check with the hotel prior to arrival to ensure the prepayment has been received.**

2.5 Non-Employee Travel Reimbursements

Non-employee travel is handled the same as employee travel with the following differences:

- Non-employee lodging may not be pre-paid (GSU may pay lodging when direct billed by hotel).
- Car rental (where applicable) may only be reimbursed (not direct billed).
- A comparison document for airfare must be included with the reimbursement request when combining travel itineraries. Reimbursement may not exceed the amount it would have cost GSU if the itineraries were not combined.
- Business and first-class tickets are not reimbursable for domestic flights.

Non-employee travel compares to employee/student travel in (some of) the following ways:

- Per diem (federal) rates apply for meals and lodging.

2.5.1 Per Diem Meal Expense

Non-employee travelers may claim allowable amounts per day (per diem) for meals. Per Diem rates vary by location (travelers' destination). Travelers are not required to submit receipts when claiming per diem.

- Domestic Travel:

    [GSA Per Diem](#)

- International Travel:

    [US Department of State Foreign Per Diem](#)

2.5.2 Per Diem Lodging Expense

The allowable expense for lodging is based on per diem rates. Non-Employee lodging may be reimbursed or paid directly to a provider via direct billing. GSU does not pre-pay non-employee lodging.

Travelers may claim allowable amounts per day (per diem) for lodging. Rates vary by the geographical location of the hotel. All lodging claims must be documented with receipts.

Please Note: GSU will allow up to 20% in excess of the allowable per diem.

- Domestic Travel:

    GSA Per Diem

- International Travel:

    US Department of State Foreign Per Diem

To Initiate a Non-Employee Reimbursement:

- Create a summary sheet itemizing non-employee travel expenses. The summary sheet should also list the payee's remit address. If claiming per diem for meals, list the date(s) and meals being claimed on the summary sheet (when claiming per diem, receipts are not required).

- Enter a Payment Request Form in PantherMart based on the information listed on the summary sheet.

- Enter the reason/purpose for the travel, and the dates of travel into the description box of the PRF. Include a copy of the event flyer, invitation, or agenda to support the non-employee reimbursement request.

- Attach the summary sheet with a copy of the receipts to the PantherMart requisition. If receipts contain sensitive information, redact the information before scanning.

Account codes:

- 752100 (Direct Reimbursement to a non-employee)

- 727142 (Reimbursement or payment to a 3rd party on behalf of a non-employee)

To Initiate payment for lodging via Direct Bill:

- Enter a Payment Request Form in PantherMart payable to the (hotel) provider.

- Enter the name of the traveler, and the purpose for the lodging/event in the description section of the PRF.

- Attach a copy of the invoice into the PantherMart requisition.

- Include a copy of the event flyer, invitation, or agenda to support the lodging request.

2.6 Non-Employee Airfare Purchased through Travel Inc.

Travel Inc. airfare may be purchased for non-employee travel.

Currently, there is an arrangement between Georgia State University and Travel Inc. which allows for direct billing of air travel.

To Initiate a Guest Travel Authorization:

1. Contact Travel Inc. at (770) 291-5190 or (877) 548-2996 to obtain an airfare quote.

2. Enter a Non-Employee Travel Authorization in PantherMart. **The vendor is TRAVEL INC**. Enter the quoted amount for the airfare.

3. Complete the [Travel Inc. Guest Air Travel Authorization Form](). Once complete, Disbursements will review the form and forward the approval to the requesting department and Travel Inc.

4. Once approval has been received from Disbursements, the hosting department may contact Travel Inc. to make the reservation and provide them with the PantherMart PO number. *A PO number is required to make the reservation*.

5. Travel Inc. will charge airfare expenses to the university travel P-Card. (Disbursements will prepare a journal entry to record the expense against the department's budget.

2.7 Relocation and Moving Expense Reimbursement

Note: Refer to the Relocation and Moving Expense procedural document for complete instructions.

To Initiate a Relocation and Moving Expense Reimbursement:

- Enter a Payment Request Form in PantherMart and note "Reimbursement of Relocation and Moving Expense" in the description field of the form.

- Record the PantherMart voucher number and scan completed documents into **SharePoint** for processing. **Do not attach moving expense documents in PantherMart as these documents generally contain confidential information.**

2.8 Scholarships/Fellowships/Participant Support

To ensure Georgia State University follows all Federal, State, private, and Institutional polices, the Office of Financial Aid must be aware of all types of student assistance (federal, school, state, private, etc.) received by students regardless of the source. Therefore, scholarship and fellowship payments are generally awarded and disbursed to currently enrolled students by the Office of Financial Aid utilizing the Banner Student Information System. **A (rare) payment through Disbursements requires documented pre-approval from the Office of Financial Aid.**

A **scholarship** is defined as any amount paid to an <u>undergraduate student</u> "for the purpose of aiding his/her study, training, or research," and does not represent compensation for personal services. The grantor/donor specifically intends the funds to be spent by the grantee to defray the expenses of the student's studies.

A **fellowship** is defined as any amount paid to a <u>graduate student</u> "for the purpose of aiding his/her study, training, or research," and does not represent compensation for personal services. The grantor/donor specifically intends the funds to be spent by the grantee to defray the expenses of the student's studies.

A **participant support** payment is defined as a payment to participants or trainees (not employees) for participation in meetings, conferences, workshops or other training projects, where there is a category for participant support costs in the award.

Disbursements may not process a scholarship, fellowship, or participant support payment to a currently enrolled student until the request is reviewed and approved by the Office of Financial Aid.

To Initiate a Scholarship, Fellowship, or Participant Support Payment:

- Enter a Payment Request Form in PantherMart.
- In the description section of the form, indicate the purpose/reason for the payment.
- Attach documentation describing the payment, the amount of the distribution, and the name of the payee. The payee's remittance address must be provided with the documentation.
- Attach the Office of Financial Aid Scholarship/Fellowship/Participant Support approval form.

Note: The Office of Disbursements may require additional information to ensure the payment is properly processed and reported.

2.9 Stipends

A stipend is defined as a payment that occurs one-time or multiple times during a term; requires the recipient to perform tasks or submit deliverables to be eligible for payment; or is specified by the Donor as a stipend. Stipends are considered income and will incur the appropriate tax treatment.

Disbursements may not make stipend payments to employees.

To Initiate a Stipend Payment:

- Enter a Payment Request form into PantherMart.
- In the description section of the form, indicate the purpose/reason for the payment.
- Attach a detailed summary (memo or other documentation) for the purpose/reason for the stipend payment. The payee's remittance address must be provided with the documentation.

Note: The Office of Disbursements may require additional information to ensure the payment is properly processed and reported.

2.10 Resources

Contact Disbursements with questions/inquiries on how to handle specific types of payments (not listed in this document).

Georgia State PantherMart
Payment Request Quick Reference Guide

PAYMENT REQUEST OVERVIEW

The *Payment Request Form* (PRF) will be used to initiate payment for purchases/transactions which cannot be purchased by shopping on-line through PantherMart.

PAYMENT REQUEST FORM

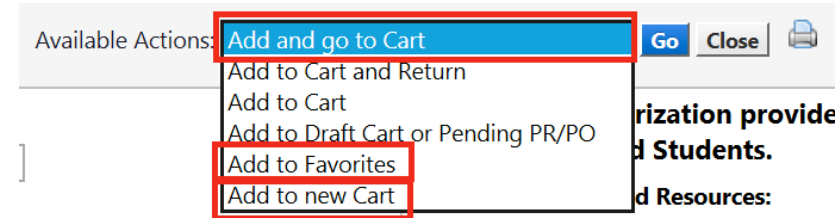From the Panther Mart Home Page, Click on Payment Request.

1. Complete the Payment Request Form

In the Available Actions section, you may select from the following actions:
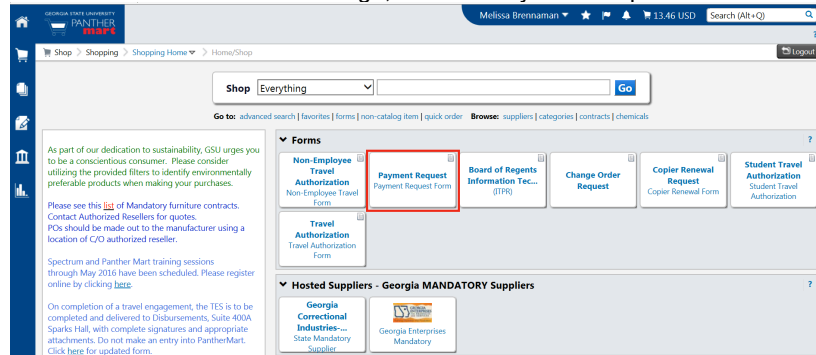
Available Actions:

- **Add and go to Cart** - The form is added to the active shopping cart, closes the form pop-up, and navigates the browser to the active cart. If there is no active cart, one is created with this action.
- **Add to Favorites** - The Add to Favorites dialogue appears to add the form in its current state (populated with or without data) to Favorites.
- **Add to new Cart** – A new cart is created and the form is added to that cart. Use this if you have a cart with items already in it as you can only have one form per cart.

Unavailable Actions: These actions should not be used because you can only have one form per cart.

- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO

CART

For instructions on how to submit the cart, please refer to the Quick Reference Guide "Submitting an Order".