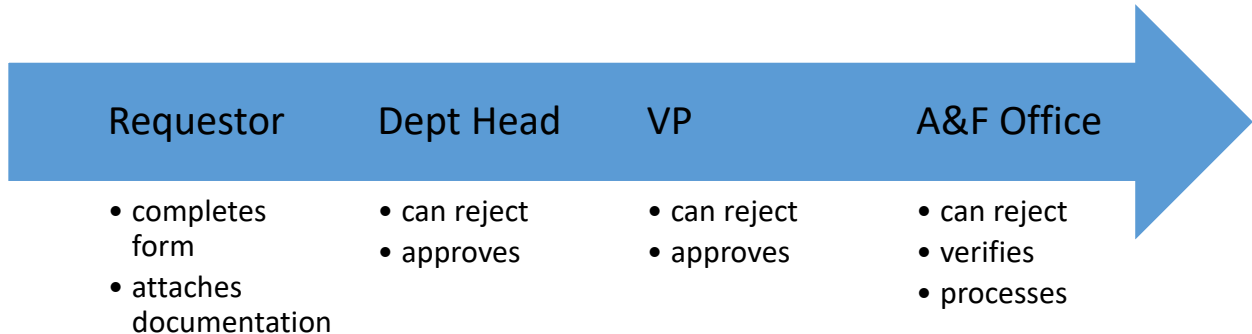# Payment Form Instructions

Overview:

The payment form will be used for all reimbursements and one-time payments. A one-time payment is defined as a payment made to an outside vendor for nontangible items. This can include but is not limited to, memberships, fees, subscriptions, events, etc. Reimbursements are issued for out of pocket expenditures made that are specifically related to college business. All payments must be approved by the department head and/or VP. Please contact the A&F office if there are any questions about the type of payment.

Requestor	Dept Head	VP	A&F Office
• completes form • attaches documentation	• can reject • approves	• can reject • approves	• can reject • verifies • processes

The requestor will be able to access the form via the MCLA portal, under Forms, my forms. The form is completed and then sent along to the appropriate department head to sign. The department head and the VP have the option to reject the order. In this instance the requestor will be notified through an email and the form will need to be revised or canceled. Once the department head approves and signs, the form is directed to the appropriate VP, then to A& F to be verified and processed. All signers will have access to the form and its status via Dynamics Forms.

Click the link to open the payment form or access through MCLA portal, Forms, My Forms (Dynamics Forms), Admin & Finance.

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Payment Form

Type of payment   * -- Please Select -- ▼

Select "type of payment" from drop down field, the choices are One Time Payment or Reimbursement.

One Time Payment

Complete the vendor information in the spaces provided.

Payment Form Instructions

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Payment Form

Type of payment	*One Time Payment ▾	
Vendor * Name:		Vendor Code:
Vendor * Address:		Vendor Phone #: *
City: *		State: * -- Please Select -- ▾ Zip *

Enter a brief description of the purchase including the justification. An invoice or request for payment must be attached in order to process payment to an outside vendor. The document(s) may be uploaded by clicking the "number of documents" drop down, up to 5 documents may be attached.

Description
*

*Invoice or request for payment must be attached for all one time payment requests.

Number of Documents * 1 ▾

Upload document(s): * Choose File No file chosen
Files over 25 MB will not be accepted

Next choose the number of accounts by which the purchase will be funded. Up to 3 accounts may be selected. Be sure to fill in the amount for each funding line selected. If there are any questions on account codes please contact the Admin & Finance office.

How many accounts will be used? * 1 ▾

Fund	Department	SubObj	Object	Category	Amount
					*

Select the appropriate Department Head using the drop down. Then click to sign as the requestor. (if you are the department head, you'll need to select yourself and sign again as department head). Click Submit Form button at the bottom of the form. The payment form is now routed to the Department Head for signature. If the payment requires a VP signature, the department head will select the VP Signature needed and route the form to the appropriate VP.

Choose your department chairperson or department head:
* -- Please Select -- ▾

Requester's Signature:
*

(click to sign)

Signature _____ Date _____

Submit Form

Payment Form Instructions

Reimbursement

Choose whether you are filling out the form for yourself or someone else. When selecting someone else, that person will receive an email to sign as the payee.

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Payment Form

Type of payment   * Reimbursement ▼

Are you filling out this form for yourself or someone else?   *
                                                        ○ For me
                                                        ○ Faculty/Staff

When you click "for me" your information populates in the appropriate fields. When you choose for "Faculty/Staff", please choose from the drop down the employee for which the reimbursement is being processed.

Faculty/Staff Name
* -- Please Select -- ▼

Enter a brief description of the reimbursement including the justification. Then list out the actual expenditures including the amounts.

Description
*

Actual Expenses

List all expenses :	Amount:
-	$
-	$
-	$
-	$
-	$
-	$
-	$

The form will calculate the total of the actual expenses in the "Total Request" box.

Total Request:

Payment Form Instructions

You have the option of uploading documentation to support the reimbursement by clicking the number of documents, then clicking the upload file button. However, you **must** send the *original paid receipts* to Melissa Maxon, Admin & Finance in order to guarantee your reimbursement.

*Paid receipts must be sent to Admin & Finance office in order to guarantee reimbursement for all expenses.

Number of Documents * 1 ▼

Upload document(s):   * Choose File   No file chosen

Files over 25 MB will not be accepted

Next choose the number of accounts by which the purchase will be funded. Up to 3 accounts may be selected. Be sure to fill in the amount for each funding line selected.   If there are any questions on account codes please contact the Admin & Finance office.

How many accounts will be used? * 1 ▼

Fund	Department	SubObj	Object	Category	Amount
					*

Select the appropriate Department Head using the drop down. Then click to sign as the requestor. (if you are the department head, you'll need to select yourself and sign again as department head). Click Submit Form button at the bottom of the form. The payment form is now routed to the Department Head for signature. If the payment requires a VP signature, the department head will select the VP Signature needed and route the form to the appropriate VP.

Choose your department chairperson or department head:

* -- Please Select -- ▼

Requester's Signature:

*

(click to sign)

Signature _____ Date _____

Submit Form

Department Head Instructions for both types of payment:

You will receive an email asking for your approval for a payment from **mcla-forms@mcla.edu**. Click the link or access the forms in the portal. Please take this opportunity to look at the request, be sure the amount, account code, and purpose is appropriate. You have the option to reject the request by clicking the button at the bottom. If the request is rejected you will be prompted to complete an email back to the previous office (the requestor) stating the reasons for the rejection. The requestor will need to make the necessary corrections and resend to Department Head for signature. If the request is approved, then sign as the department head and choose if the request requires VP/PRES signature, then choose the appropriate VP. Click submit.

Payment Form Instructions

Does this request require a VP/PRES signature? * [Yes ▼] * to be completed by Department Head/Chairperson

Choose the appropriate VP [-- Please Select -- ▼]
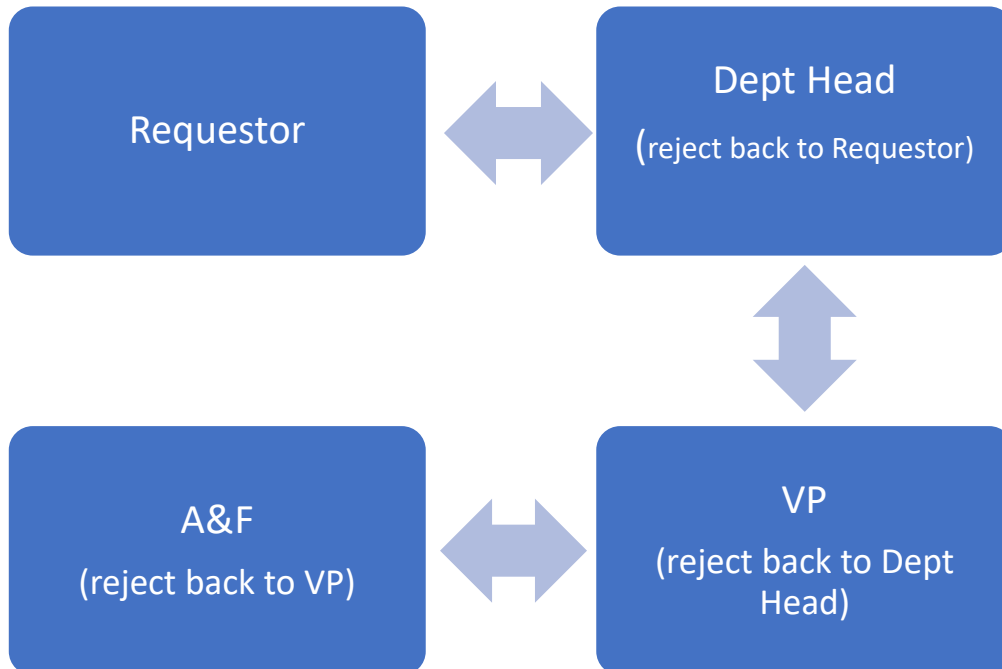
[Reject] [Submit Form]

VP/Pres Instructions for both types of payment:

You will receive an email from **mcla-forms@mcla.edu** stating that your signature is required for approval. Click the link or access the form in the portal. Please take this opportunity to look at the request, be sure the amount, account code, and purpose is appropriate. You have the option to reject the request by clicking the button at the bottom. If the request is rejected you will be prompted to complete an email back to the last office (the department head) stating the reasons for the rejection. The Department Head will then need to reject the form back to the requestor to correct. The requestor will need to make the necessary corrections and resend to Department Head for signature. If the request is approved, then sign as the VP/Pres and click submit.

The form is then sent to the Administration & Finance office for processing.

Tips & Tricks

It's important to know that the requestor "owns" all the fields when submitting the form. With that in mind know that when a form is rejected only the requestor will be able to edit the fields, for example account number, description, etc. See the flow chart below.

Requestor	⟷	Dept Head (reject back to Requestor)
		⬍
A&F (reject back to VP)	⟷	VP (reject back to Dept Head)

Always contact the Administration & Finance with any questions or concerns.