

Ad Hoc Payment Request Form

Purpose

The purpose of this form is to request and authorize payments to individuals or entities for non-employee compensation, such as payments to tax or other regulatory agencies, refunds to grantor, refunds to third party sponsors, etc.

Form Instructions

Header Section:

Contact Person: Enter the name of the person Accounts Payable should contact to answer questions regarding the payment(s). This is a required field.

Phone Number: Enter the contact person's phone number.

Contact Person Email: Enter the contact person's email address.

Payment Description: Enter a short description of the payment or reason for issuing payment.

Total Amount: You do not need to enter anything in this field. The form will calculate the total amount based on the amounts entered in the Lines Section of the form.

Payment Type: Check

Payment Due Date: Enter the date payment should be made.

Handling Code: Select the appropriate handling code.

Lines Section:

Payee: Enter the name of the person or entity to whom payment should be made.

Payee Address: Enter the payee's mailing address.

Amount: Enter the payment amount.

Spend Category: Enter the appropriate spend category.

Driver Worktag Column

Select one of the following Driver Worktag Types from the dropdown menu:

- Agency Worktag
- Cost Center Worktag
- Designated Worktag
- Grant Worktag
- Program Worktag

Lines Section:

				Driver Worktag
Payee	Payee Address	Amount	Spend Category	Agency Worktag
				Grant Worktag
				Cost Center Worktag
				Designated Worktag
				Program Worktag
				Project Worktag
				Agency Worktag

After selecting the appropriate Driver Worktag Type, enter the Driver Worktag ID.

Additional Information Section:

Enter a description of the transaction and any special instructions.

Approvals Section:

Requestor Signature: The person requesting the payment must sign the form.

Budgetary Head Signature: The person authorized to approve financial transactions.

ORSP Signature: Route to ORSP, if you selected a Grant Worktag.