Payment on a Payment Requisition/Travel Reimbursement

This workflow link will be located on the Controller website:
https://www.una.edu/controller under Frequently Requested Forms/Information

Workflow Link:
https://forms.office.com/Pages/ResponsePage.aspx?id=1Z3Lc55EVEKGvXoCH4BEbUTBFBPiUW
BEtaRDmBS4vv1UMzQ1NFIwTko3UDJUUTRHN0o2OVJWM1hIUi4u

Click on the link above

1. List today's date

2. Type out the name of the form originator (person completing the form)

3. Type out the email address of the form originator

4. Select Payment Requisition/Travel Reimbursement

5. Select your area from the list of choices (if you don't see your area, let Marissa know and we will get it added)

Click Next

5. Select Your Area: *
- ○ President's Office
- ○ General Counsel
- ○ Advancement
- ○ Athletics
- ○ Division of Student Affairs
- ○ Provost's Office
- ○ Anderson College of Nursing and Health Professions
- ○ College of Arts, Sciences, and Engineering
- ○ College of Education and Human Sciences
- ○ Sanders College of Business and Technology
- ○ Collier Library
- ○ Division of International Affairs

- ○ Student Financial Aid
- ● Business and Financial Affairs
- ○ Facilities Administration and Planning
- ○ Information Technology Services
- ○ Housing & Residence Life
- ○ University Sucess Center

Next

6. Enter the Email Address(es) of the approvers and then click Submit

Purchase Order Payment/Payment Requisition/Travel Reimbursement Approval

* Required

Please enter the email addresses of the required approvers.

6. Business Office Approver *

Enter your answer

Back   Submit

- Once you click submit, you should receive an email pretty quickly like the one below:
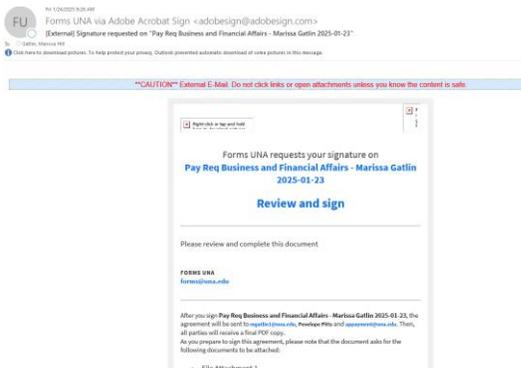
If you do not receive an email, something is wrong. Either an email address was typed in incorrectly or there is some other issue (you can let Marissa or Elliott Gordon know and we will look into it for you.

- Once you receive the email, click on review and sign and the electronic payment requisition template will open:

- Enter the requested information and attach all needed backup documents (this should be the same as the physical form).
  - If this is for a new vendor, the W9 will need to be set up to Audrey Mitchell before the online payment requisition can be entered. Audrey will let you know the vendor number once set up.
  - If this is for a travel form, just enter a brief description like "Marissa Gatlin conference travel to Orlando" as an example. The total amount can be entered on one line unless different Indexes/Funds are charged in which case, multiple lines will need to be entered. Traveler will either need to be in the workflow or will need to sign the travel form stating that they agree to the amount on the reimbursement form.
  - **Accounting Information**

Departmental Accounts	**Auxiliary Accounts:**	**Agency Accounts**:
Example:	Example:	Example:
Index: 45110	Index: 165015	Fund: 810308
Fund: 110000	Fund: 165015	
Org: 45110	Org: 41214	

- **Account**: Begins with a 5 – Income/Revenue; Begins with a 6 – Salary lines; **Begins with a 7 – Expenses** (most will begin with a 7)
- If modifications need to be made to the form, click on "Options" in the far-left corner of the screen and click "decline to sign form." You can then enter the reason you are declining so that the information can be re-entered correctly. (This is also where you can delegate to another signer if you are not the person who needs to sign the form).

- If you need to correct something that does not require the form to start over completely, you can type notes to the Business Office and AP in the "Admin Comments" box at the bottom of the form.

Once the form is completed and submitted, it will go to each approver, then the Business office, AP, and the completed form will be emailed to each signing party to the agreement. At that point it can be downloaded if needed and will be in AP for processing.

Payment on a Purchase Order

Click on link at top of instructions **OR** link on Accounts payable or Controllers page

1. Enter today's date
2. Name of form originator
3. Form originator email address
4. Payment type
   - select Pay from PO
5. Select if this payment will close out the PO (cannot correct choice after submitting)
   - If you selected the incorrect answer please email AP@UNA.EDU to let us know what the PO number is and if the PO should be closed or not with this payment.

Press submit, example below:

You will receive an email to attach your documentation needed for this payment from forms@una.edu

Click Review and Sign

This will bring up the Payment on a purchase order cover sheet

Attach your PO, invoice, and any additional documentation required for payment

<mark>If your payment is over $5,000</mark>

<mark>**Click the check box** "Disclosure form if over $5,000"</mark>

<mark>This will populate a **required** attachment box for the disclosure statement</mark>

Complete form by attaching documentation and Disclosure if payment is over $5k and then click to sign

The "You're all set" page will populate and the workflow will push to AP for us to acknowledge your payment approval

Once AP has acknowledged you will receive an email with the final documentation that you can save as a receipt of payment

Thu 1/30/2025 9:43 AM

UO

University of North Alabama via Adobe Acrobat Sign <adobesign@adobesign.com>
[External] You signed: "Payment on Purchase Order Number P0071912"

To   Hampton, Elizabeth Blair; UNA AP Payment; UNA Forms

Payment on Purchase Order Number P0071912 - signed.pdf
266 KB
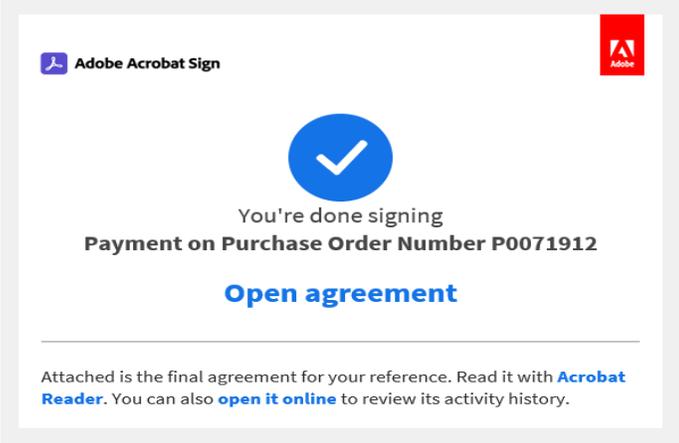
🔷 **Adobe Acrobat Sign**

You're done signing
Payment on Purchase Order Number P0071912

Open agreement

Attached is the final agreement for your reference. Read it with **Acrobat Reader**. You can also **open it online** to review its activity history.

If you have any questions or concerns please contact AP@UNA.EDU