Fiscal Services, George Mason University
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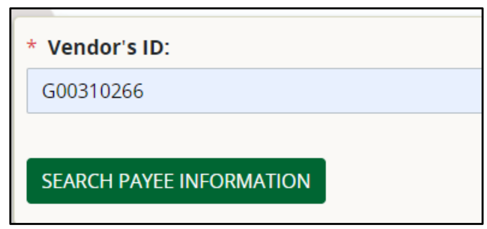
Payment Request Form Quick Guide

The Payment Request Workflow is designed to facilitate and expedite payment by departments in very specific situations (listed below) where the vendor will not accept a P-Card and an eVA order is impractical. This form is not used to reimburse employees, students, or non-Mason individuals. The form must be completed in one sitting to avoid losing data.

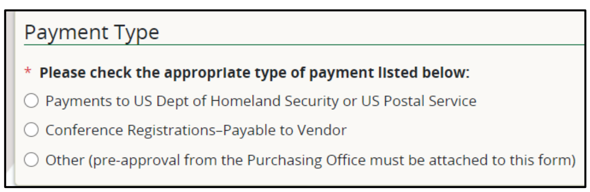
- Conference registration fees paid directly to the vendor
- U.S. Department of Homeland Security or U.S. Postal Service.
- Other: limited to non-routine transactions such as bank fees and transfers between state funds/orgs and local funds/orgs (requires pre-approval from the Purchasing staff, purch1@gmu.edu)

Process a Payment Request

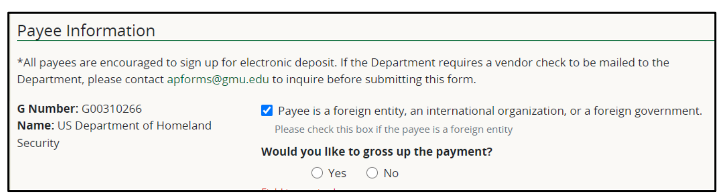
1. Open the Payment Request Workflow, Click "Login with SAML", and complete the steps to login with your Mason Net ID and Patriot Password (2FA required).



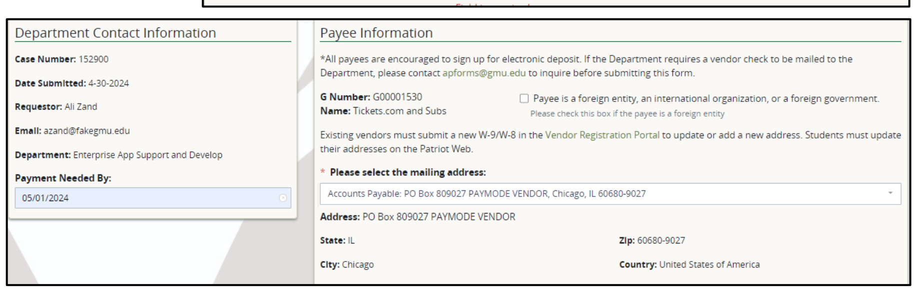
2. To begin the Workflow, enter the Vendor ID G # and click "Search Payee Information." Use the G# Lookup as needed. If not G# is found, the Payee must follow the Vendor Registration Portal instructions to obtain a G#.
3. Select Payment Type



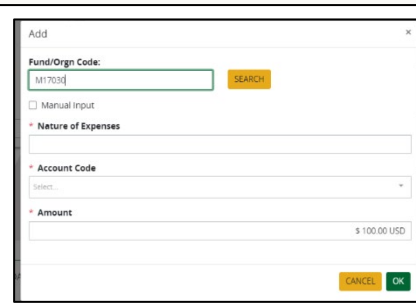
4. Check the box if the payee is a foreign entity, and select "Yes" or "No" as appropriate. If "Yes," the department may pay additional money to cover the taxes the payee will owe on the payment.
5. Select the Payee's mailing address. This is required even if the department plans to request the check be mailed directly to the department's campus address.



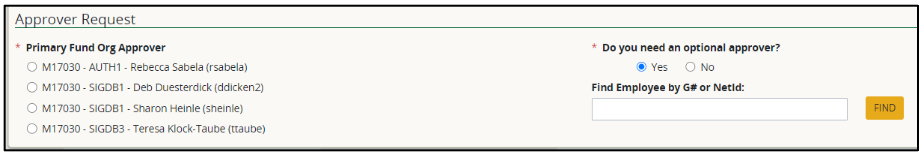
6. If the desired address is not listed, the Payee must follow the instructions on the Vendor Registration Portal to update the address.
7. The **Department Contact Info** will default based on the user login. Enter a **Payment Needed by** date if applicable.



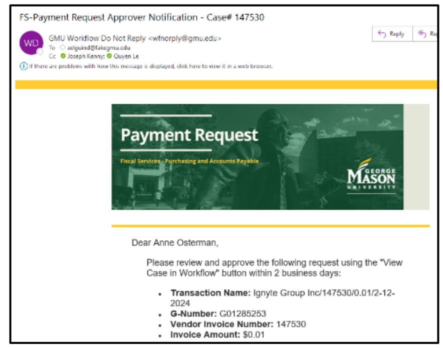
8. Under the **Expense Allocations**, Click the **Add** button to add the FOAPAL information. In the pop-up box, enter the desired Fund/Org and click *Search Fund/Org Code*. Enter the *Nature of Expenses*, select an *Account Code*, add an *Activity* code (if needed), and enter the *Amount* of the payment. Click the **OK** button to return to the Workflow page.



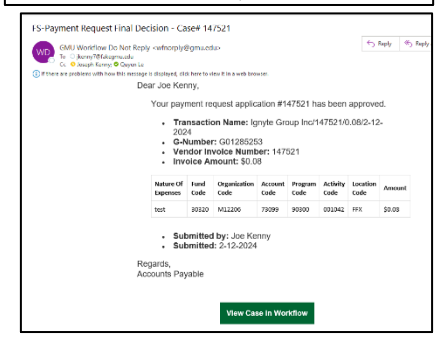
9. To add additional allocational lines, repeat step 8 above.
10. Select the appropriate approver listed. If no approver is listed, instructions will pop-up for the user.



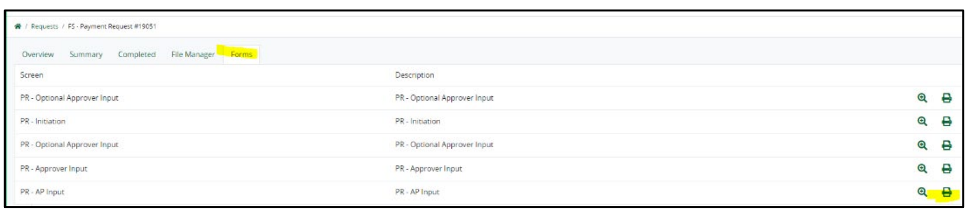
11. **Supporting Documentation (Required,** except for the U.S. Dept of Homeland Security). Click *Select File* to upload the attachment or drop the attachment here.
12. Enter **Comments** (optional). *If the Dept. requires a check to be mailed to their campus address, please enter this information in the Comments section*.



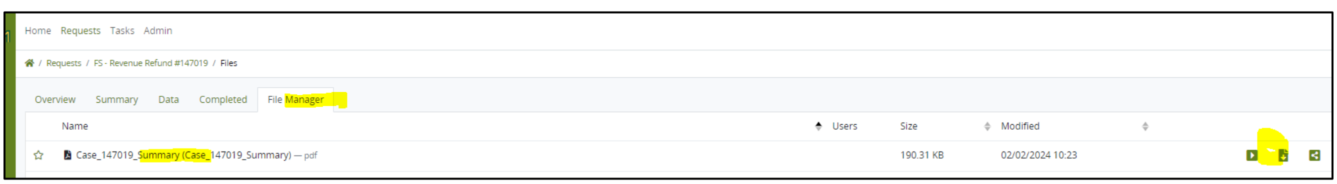
13. **Optional Approver (Required).** Select yes or No**.** If Yes, enter the approver's Net ID and click "FIND".
14. When completed, click on **Submit** to begin the Workflow process. Users will receive an email from "GMU Workflow" with the details of the Payment Request. Approvers will be notified of their pending transactions. Users will receive an email status update when the payment has been approved and processes by Accounts Payable.
15. A "Final Decision" Workflow email is sent to the submitter when the Workflow is complete.



16. To print/save a copy of the completed form, open the "Final Decision" email and click on "View Case in Workflow" link at the bottom.
    a. Login using your Mason Net ID and password.
    b. Go to the "FORMS" tab and select the "Print" icon.



    c. Another option to print a PDF is to access the "File Manager" tab, and download and save the case summary page.



    d. Once the document is open, click on "PRINT." *Landscape orientation is best for Workflow documents*