

Payment Request Instructions

NOTE: Payment Request form training is included in “Purchasing Made Easy” workshops. The instructions below are listed in the Purchasing Made Easy training manual and are available at the Fiscal Services web site at <http://fiscal.gmu.edu/>

IF:

You cannot use the Purchase Card (P-Card), and
You are requesting payment for one of the following items:

- Reimbursements (excluding travel expenses)
- Conference registrations
- US Dept. of Homeland Security or US Postal Service
- Other: very limited for non-routine transactions such as bank fees and transfers between state funds/org and local funds/orgs (requires pre approval of the Purchasing staff). Email your request and provide relevant information to Purchasing mailbox at Purch1@gmu.edu. Once approved, attach the approval to the Payment Request form.

THEN you should use the Payment Request form.

The Payment Request form has been designed to facilitate and expedite requests for payment by departments in the situations listed above.

Step-by-step instructions are listed below:

Optional Tracking Number

Use this field to match accounting records to your source documents. You may choose any alpha or numeric system.

Use of this form

Limitations on the use of the Payment Request are printed in the top section. You must check one of the boxes to indicate the type of payment you are requesting. If the payment requested is not one of the types listed above, you must place the order in the eVA system. You may call Purchasing and Accounts Payable at x3-2580 with any questions.

Payee Information

Payee: Enter the name as it should appear on the check.

Address: Enter the address where the check will be mailed.

G#: Enter the G#. For first-time payee, complete and attach [W-9 Form](#).

Contact Information

Requestor: Enter your name as the person Accounts Payable will contact with questions.

Tel: Enter your telephone number

Dept. Name: Enter the name of your department.

MSN: Enter your Mail Stop Number

Date Submitted: Enter the date the request is submitted to Accounts Payable.

Date Required: If there is a deadline for receipt of this check, enter the date here. Otherwise, leave this line blank.

Check the box that applies:

Check appropriate box for distribution of check when issued.

Check the appropriate box related to immigration status of payee

-If the payee is a nonimmigrant visa holder or the payment is made on behalf of a nonimmigrant visa holder and the activities are conducted in the United States, indicate visa status and send the Payment Request form to International Tax, MS4B2. Contact the International Tax Coordinator at ext. 3-5223 or inttax@gmu.edu for additional information regarding payments to nonimmigrant visa holders.

-If the payee is a non-U.S. citizen OR nonimmigrant visa holder and activities are conducted outside the United States, send the Payment Request form and the [Statement for Services Completed Outside](#) the U.S. to International Tax, MS 4B-2. Contact the International Tax Coordinator at ext. 3-5223 or inttax@gmu.edu for additional information.

The Payment Request form may be used to request reimbursement to Mason employees or students for out-of-pocket expenditures made on behalf of the University. Original receipts must be attached to the Payment Request form. Only non-travel reimbursements are permitted to be made to employees or students using this form. All other payments are to be made through the Payroll department or requested on a Travel Reimbursement Voucher or Scholarship/Fellowship/Stipend payment request. Virginia sales tax is not a reimbursable expense. First time vendors who are not employees or students must complete and sign a [W-9 form](#). Attach this form to your completed Payment Request.

Nature of Expenses and Amount

Nature of Expenses: Use this area to describe the purpose of the payment request. Include all information needed to justify the expenditure as a bona fide use of state funds.

Enter Fund/Org and Account codes to be charged. A complete list of account codes is available online on the Accounting Operations page at the Fiscal Services web site (<http://fiscal.gmu.edu/>). The report is titled Account Hierarchy Report. Accounting Operations at ext. 3-2637 is available to assist with selecting the appropriate account code.

Activity Code: This code requires pre-approval. Enter the activity code if applicable.

Amount: Enter the amount of the request in U.S. dollars and cents.

Signature Requirements

Reimbursements:

If the request is for reimbursement, signature requirements are as follows:

1. The employee or student being reimbursed must sign on line 1; and
2. The approving official for the account must sign on line 2 and
3. The supervisor of the payee requesting reimbursement must sign on line 3 if payee is the approving official for the fund/org.

Other types of payments:

For payments other than reimbursements, an approving official may sign on either line 1 (if he or she is completing the form) or on line 2. It is not necessary for an approving official to sign both lines.

Signature Cards:

All persons signing as approving officials must have a [signature card](#) on file in Accounts Payable for the fund or organization being charged. Contact Purchasing & Accounts Payable at 3-2580 with any questions.

Distribution

Send the original Payment Request form to Accounts Payable (MSN 3C1) with any required attachments. You should keep a copy of the form for your records. For reimbursements over \$5,000 related to a fund that begins with 2, payment requests must be sent to the Office of Sponsored Programs for approval.

Important Points to Remember

Employee reimbursements of \$20 or less may be obtained in the Cash Office. Bring a completed Payment Request form, all required receipts, and your Mason photo ID for a cash reimbursement. Reimbursements must be for department business expenses only. By signing the Payment Request form, the employee certifies that this is a necessary and appropriate expenditure by the University that has not been or /will not be reimbursed by another party. Signature acknowledges that the goods purchased become the property of George Mason University.

Conference registrations: If there is a due date for an early registration discount, note this date on the Payment Request form on the Date Required line. Accounts Payable will expedite these payments in order to receive the discount. Please allow 10 days to process the payment. (Note: Before preparing a Payment Request, ask if the conference will accept the PCard. This will be the quickest and most efficient way to pay for the registration.)

The University is exempt from paying sales tax in Virginia except for the tax on lodging and prepared food. If you buy something on behalf of the University and request reimbursement, you will not be reimbursed for sales tax. The Sale and Use Tax Certificate of Exemption is available online at [http://fiscal.gmu.edu/Forms/Accounts%20Payable%20Forms/virginia_ST-12\(rev11-99\)GMU.pdf](http://fiscal.gmu.edu/Forms/Accounts%20Payable%20Forms/virginia_ST-12(rev11-99)GMU.pdf), Or contact Purchasing & Accounts Payable at 3-2580 for a copy of the University's Sales Tax Exemption Certificate.

Payments to students that are compensatory in nature must be processed through Payroll.