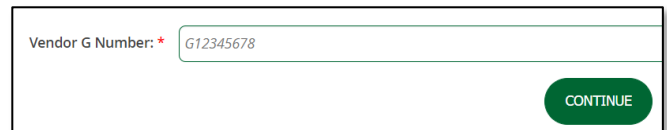# Payment Request Form Quick Guide

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.

- 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 of the Purchasing staff, email purch1@gmu.edu)
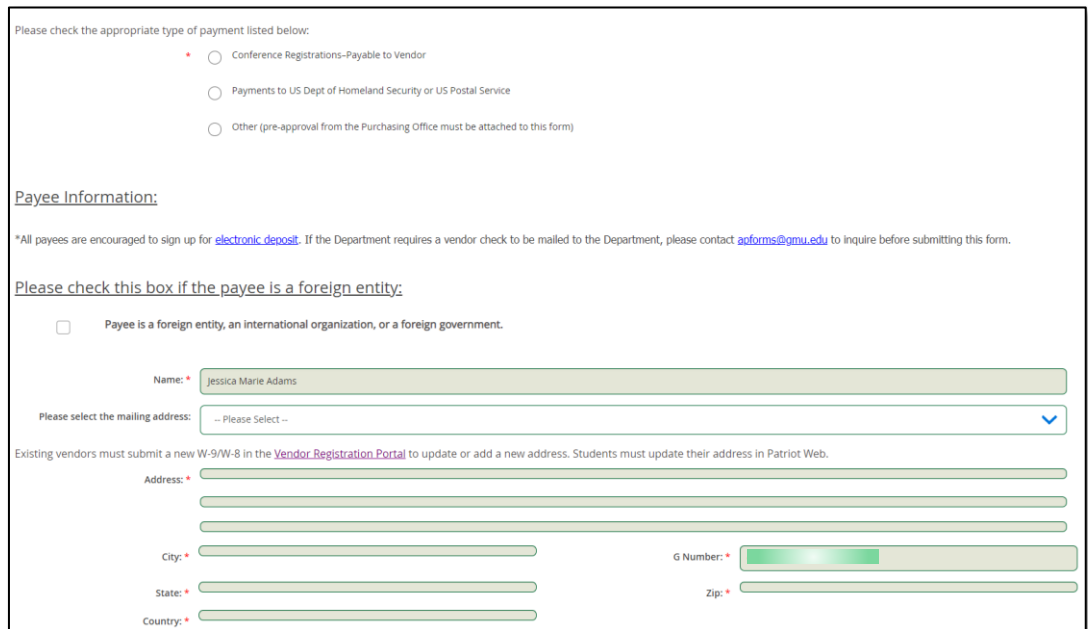
Process a Payment Request

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

2. Workflow will automatically assign a **Case Number** and default to the current date. To begin the Workflow, enter the Vendor G# and click *Continue*. Use the G# Lookup as needed. If not G# is found, the Payee must follow the Vendor Registration Portal instruction to obtain a G#.

Vendor G Number: *	G12345678
	CONTINUE

3. Select the Payment Type.

4. Check the box if the payee is a foreign entity.

5. Select the Payees mailing address. *This is required even if the Dept. plans to request the check be mailed directly to the Depts 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.

Please check the appropriate type of payment listed below:

* ○ Conference Registrations–Payable to Vendor

○ Payments to US Dept of Homeland Security or US Postal Service

○ Other (pre-approval from the Purchasing Office must be attached to this form)

Payee Information:

*All payees are encouraged to sign up for electronic deposit. If the Department requires a vendor check to be mailed to the Department, please contact apforms@gmu.edu to inquire before submitting this form.

Please check this box if the payee is a foreign entity:

☐ Payee is a foreign entity, an international organization, or a foreign government.

Name: * Jessica Marie Adams

Please select the mailing address: -- Please Select --

Existing vendors must submit a new W-9/W-8 in the Vendor Registration Portal to update or add a new address. Students must update their address in Patriot Web.
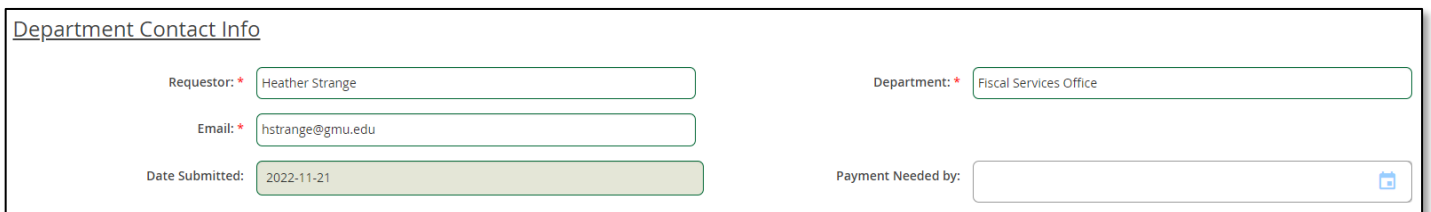
Address: *

City: *   G Number: *

State: *   Zip: *

Country: *

7. The **Department Contact Info** will default based on the user login. Enter a **Payment Needed by** date if applicable.

Department Contact Info

Requestor: *	Heather Strange	Department: *	Fiscal Services Office
Email: *	hstrange@gmu.edu		
Date Submitted:	2022-11-21	Payment Needed by:	

8. Click the **Search Fund/Org Code** button to add the Expense Allocation information. In the pop-up box, enter the desired Fund/Org and click *Search Fund/Org Code*. Select the appropriate approver listed. If no approver is listed, instructions will pop-up for the user.

9. Click the **Add FOAPAL String** button to return to the Workflow page.

10. To add additional allocation lines, repeat steps 8 to 9 above.

11. To finalize the allocation line, enter the *Nature of Expenses*, select an *Account Code*, add an *Activity* code (if needed), and enter the *Amount* of the payment.

12. Attach **Supporting Documentation**.

13. Enter **Comments** (optional). *If the Dept. requires a check to be mailed to their campus address, please enter this information in the Comments section*.

14. To add an additional approver, click the **Check for Optional 2nd Approver** box and then search for the approvers name or Net ID.

Search Fund/Org Code

Search Default FOAPAL String

Fund/Org Code: M19631   Search Fund/Org Code

Chart	Fund	Org	Program	Activity	Location
P	10111	M19631	60100	(null)	FFX

Please select an approver: -- Please Select --

- Rebecca Sabela
- Sharon Heinle
- Debra Duesterdick

Add FOAPAL String   **Cancel**

Expense Allocations:

Please click the "Search Fund/Org Code" button to add one or more FOAPAL allocation(s).
To remove an allocation, click the minus sign (-)

Search Fund/Org Code

Nature of Expenses	*	Fund	*	Org	*	Account Code	*	Program	*	Activity	Location	Amount	*
Conference Reg won't accept P-Card		10111		M19631		73890 - Do... × ▾		60100		(null)	FFX	450.00	⊖

Supporting Documentation: Choose Files

Except for payments to The US Dept. of Homeland Security and The US Postal Service, please attach supporting documentation. These include Conference registration confirmations, Brochures, Contracts, Letters, or Approval from Purchasing.

Comments (Optional): Please mail check to Dept of Purchasing, MSN 4B2

Total Amount: 450.00

Fund Org Approver * [   ] - Rebecca Sabela

Check for Optional 2nd Approver ☐

15. 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.

16. A "Final Decision" Workflow email is sent to the submitter when the Workflow is complete.

   a. 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.
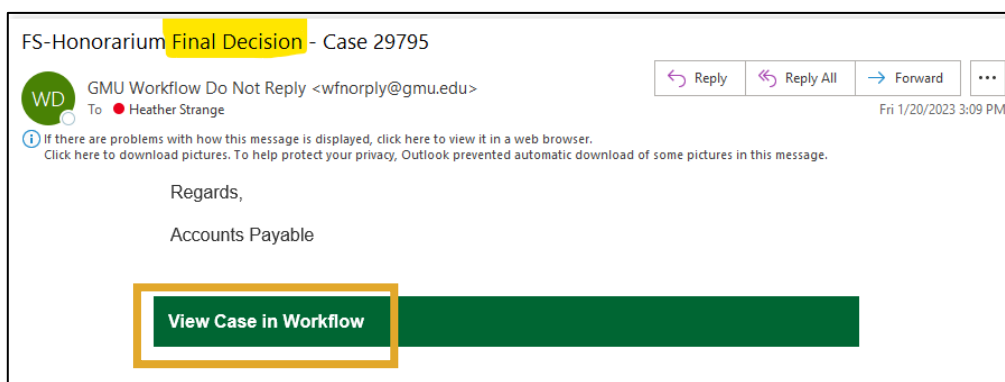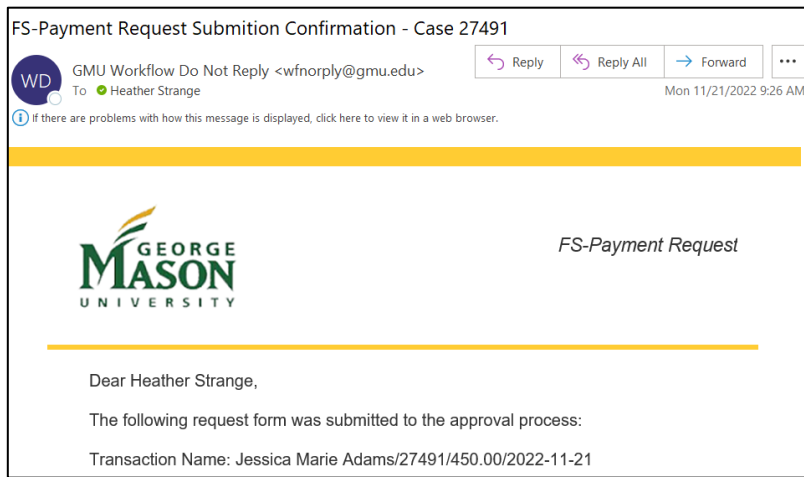
   b. Login using your Mason Net ID and password.

   c. Double click on the Case # or go to the "Completed" tab and select the document.
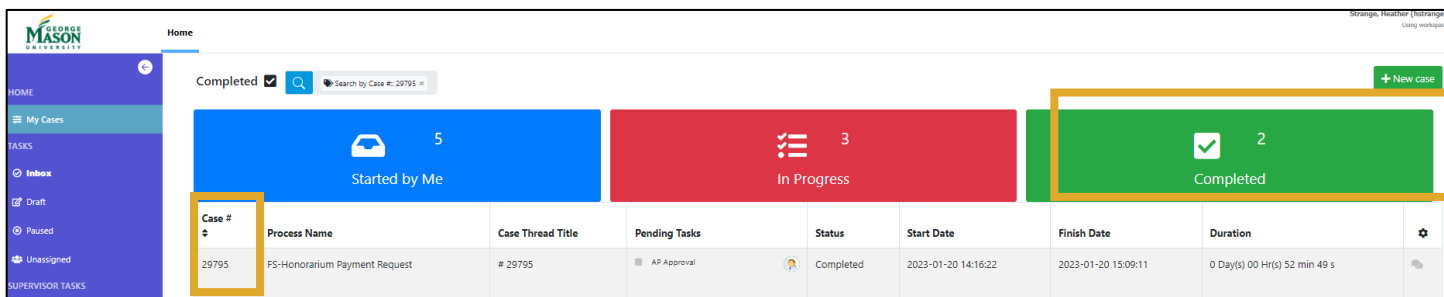
d. Once the document is open, select the "Custom Information" tab to view the submission.

e. With your mouse, right click on the document and then select "Save As" or "Print". *Landscape orientation is best for Workflow documents.*