

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=1Z3Lc55EVEKGvXoCH4BEbUTBFBPiUWBETaRDmBS4vv1UMzQ1NFIwTko3UDJUUTRHN0o2OVJWM1hIU4u>

Click on the link above

1. List today's date

Purchase Order Payment/Payment Requisition/Travel Reimbursement Approval

Do not release this workflow until you have confirmed receipt of what was ordered, confirmed services rendered, or the traveler has returned from the authorized travel.

Any non-travel payment requisition over \$500 should include reason why no P.O. was obtained. All requisitions should include invoices as backup, along with the completed Unauthorized Purchase Authorization Form.

For travel reimbursements, please attach the travel form and any backup documentation including itemized airline tickets, hotel bills, and meals receipts (if not claiming per diem), maps (if mileage is requested), agendas for any conference travel, etc.

Note: Form Originator will receive an email from FORMS at UNA, where you will attach invoice, receipts, and any other necessary documents to authorize payment.

Hi, Tiffany, When you submit this form, the owner will see your name and email address.

* Required

1. Today's Date: * 

Please input date (M/d/yyyy) 

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

2. Name of form originator: * 

Marissa Gatlin

3. What is the Email address of the form originator? (email of the person completing form) * 

mgatlin1@una.edu

4. Payment Type? * 

☐ Pay from PO

☒ 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 Success Center

Next

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

Purchase Order Payment/Payment Requisition/Travel Reimbursement Approval

* Required

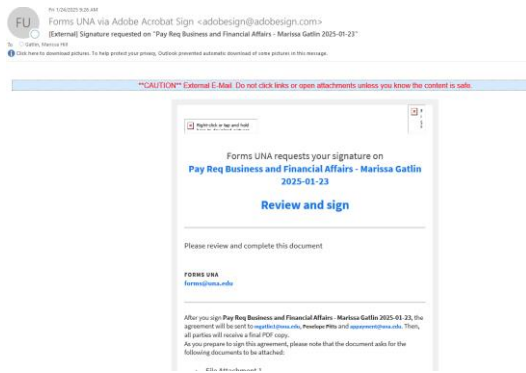
Please enter the email addresses of the required approvers. 

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:

University of North Alabama
Payment Requisition

Cost Center: Date:

Vendor Name:

Vendor University ID:

Enter the 8-digit Vendor Number.
If new Vendor or need vendor number,
contact Ext. 5146.

Describe the University business purpose below. Attach support documents.

Date	Describe Each Item	Index	Fund	Org	Account	Amount	Documents
					USD		Click to Attach...
					USD		Click to Attach...
					USD		Click to Attach...
					USD		Click to Attach...
					USD		Click to Attach...

- 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:

For travel reimbursement, please submit the travel form and any backup documentation including receipts and tickets, hotel bills, and meals receipts (if not claiming per diem), maps (if mileage is requested), agendas for any conference travel, etc.

Note: Form Originator will receive an email from FORMS at UNA, where you will attach invoice, receipts, and any other necessary documents to authorize payment.

Hi, Elizabeth. When you submit this form, the owner will see your name and email address.

* Required

1. Today's Date: *

2. Name of form originator: *

3. What is the Email address of the form originator? (email of the person completing form) *

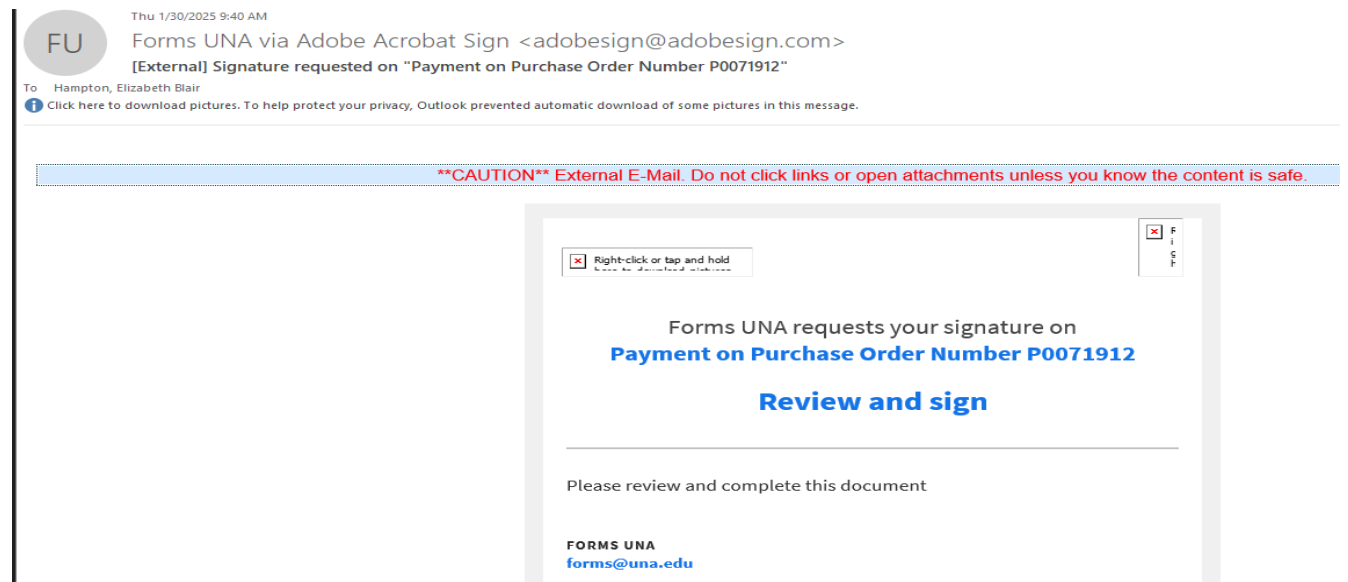
4. Payment Type? * ☒ Pay from PO
☐ Payment Requisition/Travel Reimbursement

5. Will this close a Purchase Order? * ☒ Yes
☐ No

6. What is the Purchase Order Number? *

Invoice should match Purchase Order Amount. If invoice amount is more than 10% of PO amount and department approved process a Change Order through Purchasing before submitting this PAYMENT APPROVAL FORM.

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

The screenshot shows a web form titled 'Invoice Payment Cover Sheet'. At the top left is the University of North Alabama logo, which is a circular seal with a lion and the text 'UNIVERSITY OF NORTH ALABAMA' and the years '18' and '30'. To the right of the logo is the title 'Invoice Payment Cover Sheet'. Below the title, there are two fields: 'Date' with the value '2025-01-30' and 'Purchase Order No.' with the value 'P0071912'. Below these is a question 'Will this close the PO?' with the answer 'Yes'. Under the heading 'Required Documents:', there are two rows: 'PO:' with a yellow button 'Click to Attach PO_file' and 'Invoice:' with a yellow button 'Click to Attach Invoice_file'. Below these are two rows for 'Additional Documentation (If needed):', each with a yellow button 'Click to Attach File Att...'. There is a checkbox for 'Disclosure Form if over \$5,000:' which is currently unchecked. Below that is the text 'Disclosure Statement attachment:'. At the bottom, there is a 'Signature:' field with a yellow button 'Click here to sign' and an 'Email:' field with the value 'ehampton1@una.edu'. On the left side of the form, there is a blue arrow button pointing right with the word 'Start' inside it.

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

If your payment is over \$75,000

Click the check box "Disclosure form if over \$75,000"

This will populate a **required** attachment box for the disclosure statement



Invoice Payment Cover Sheet

Date 2025-01-30 Purchase Order No. P0071912

Will this close the PO? Yes

Required Documents:

PO: [Click to Attach PO_file](#)

Invoice: [Click to Attach Invoice_file](#)

Additional Documentation (If needed): [Click to Attach File Att...](#)

Additional Documentation (If needed): [Click to Attach File Att...](#)

Disclosure Form if over \$5,000: ☒

Disclosure Statement attachment: [Click to Attach Fi...](#)

Signature: [Click here to sign](#)

Email: ehampton1@una.edu

Complete form by attaching documentation and Disclosure if payment is over \$75k 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



You're all set

You finished signing "Payment on Purchase Order Number P0071912".

Next, appayment@una.edu will accept.

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

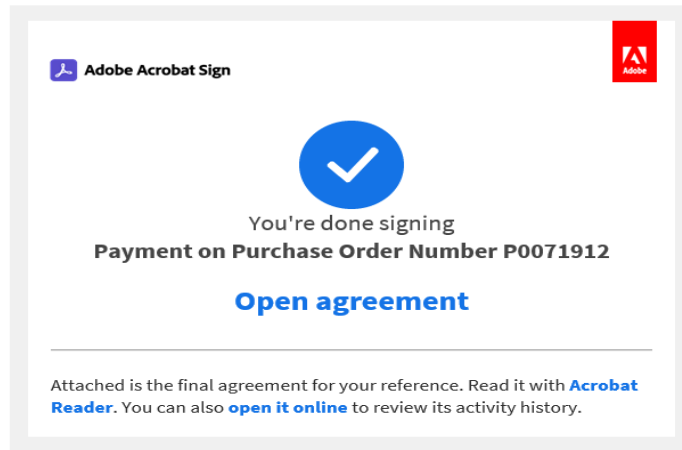
[Manage your Acrobat Sign agreements](#)

[Sign in](#)

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



****CAUTION**** External E-Mail. Do not click links or open attachments unless you know the content is



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