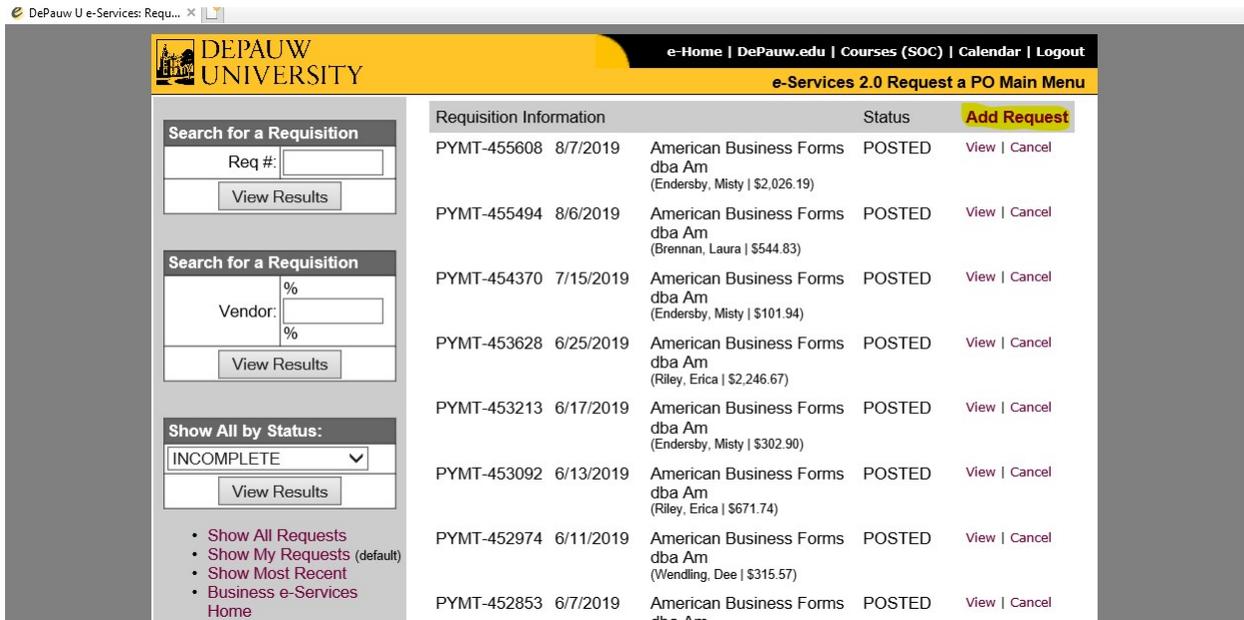# Creating a Payment Request

At your Business e-Services menu, select "Expense Requests".

This screen will appear listing your most recent requests. Select "Add Request" top right hand corner.

This screen will appear. Select "Payment Request" from list.

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e-Home | Help | Privacy/Security | Logout

e-Services 2.0 Expense Request

Create an Expense Request

PO Request
(Please use to place an order or obtain a quote for product from a vendor.)

Payment Request
(Please use for invoice payments.)

Reimbursement or Cash Advance

Employee Payment (Non-Reimbursement)
(If an employee is receiving compensation (i.e. stipend, officiating, catering, photography, speaking,
ushering) for work completed outside of their normal work duties and does *not* have a separate
official business entity, payment should be processed through the Payroll Office in HR.

A Personnel Action Sheet (accessed with above Employee Payment link) will need to be properly
executed for payment.

Please contact the Payroll Office for any assistance you may need with completing this form.)

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The following is the screen that appears next. Complete all fields necessary. Use the "flashlight" to query Account Number and Vendor Name (see highlighted area).

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Payment Request Signature Matrix

Please Note:

If you are suggesting a **new vendor**, you will need to enter the fields marked with an asterisk ("*") before adding the request.

If you are requesting payment to an individual or for a stipend, you must provide the **Social Security Number and home address** in the spaces provided.

Please note a **change of address** in the Special Needs box.

Back to **Requests List**

Request Summary:
(Please enter a brief description of the items in this request)

Special Needs:

Request Type: Please Select

Preparer: Linda Tribbett

Creation Date: 8/14/2019

Account Number:
(leave blank if multiple)

Exception Delivery: ○ Pick-up
(Contact Business Office at x4121) Pick-up Name & Phone:

*required fields

* Vendor Name:

Suggested Vendor Site:

Vendor TIN/SSN#:   Reimburse Me

* Address1:

Address2:

Address3:

* City:

* State:

* Zip:

Phone:

Fax:

Contact Name:

Contact E-mail:

For Cash Advance: All these fields are required if Cash Advance Request Type.

Purpose of Travel:

**Departure Date:**
(mm/dd/yyyy)

Return Date:
(mm/dd/yyyy)

Destination:

Add Record   Don't Save

The following you will show you how to query the database using the flashlight.

Enter an Account # or name, (search by name or account #) then select "Find" which will pull up all available accounts. Choosing "Select" will populate in the Account # field. If multiple account numbers will be needed, leave this blank. You will be able to add the number to each description line as needed on the next page.
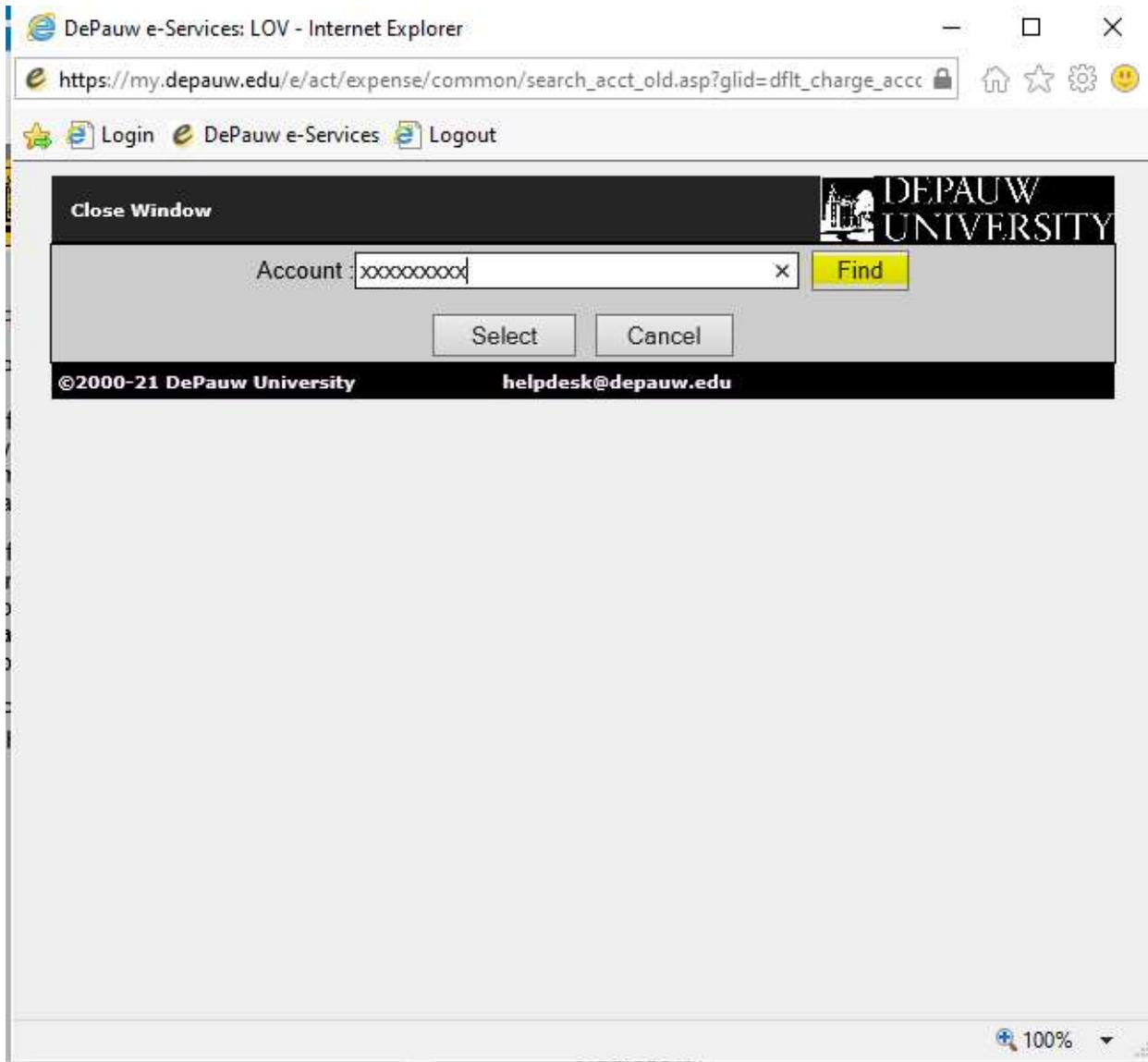
When searching for a vendor name, use the flashlight, filter by "Search within Name" We find that choosing the most "least likely to appear" part of the name will shorten your search results. Choose your vendor from the list and choose "Select & Close". All information for that vendor will populate in the fields needed. If you do not find the vendor that you need, they are not in our system. You will need to request a W9 and direct deposit information from them and send to accountspayable@depauw so that they can be entered. Once entered, you should be able to search and find them for your payment requisition. Please wait for vendor to be added before proceeding with the payment request.

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e-Home | Help | Privacy/Security | Logout

e-Services 2.0 Vendor Lookup

Please Select Filter: current: No Filter

Show All | Search Within Name • Search by Vendor Number
Starts with: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please Select

Select & Close | Cancel

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e-Services 2.0 Filter Form

Any part of the name: % [   ] **%**

Select & Close | Cancel

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Once completed, select "Add Record" at the bottom of the page.

* Vendor Name:	
Suggested Vendor Site:	
Vendor TIN/SSN#:	Reimburse Me
* Address1:	
Address2:	
Address3:	
* City:	
* State:	
* Zip:	
Phone:	
Fax:	
Contact Name:	
Contact E-mail:	

For Cash Advance: All these fields are required if Cash Advance Request Type.

Purpose of Travel:	
Departure Date: (mm/dd/yyyy)	
Return Date: (mm/dd/yyyy)	
Destination:	

Add Record   Don't Save

This is the next screen that appears. Each expense needs its own line. Always use the Invoice number and Invoice date, if one is provided. A brief description of the payment is needed. Begin by using words such as "Stipend" "Honorarium" "Reimb:" "Per Diem" "Award" "Fee" etc… Include any Customer number if one is provided. When requesting a payment for a student that will receive the Award, Fellowships or Scholarship and Special Payment letter, use the initials "LTR" to begin the description. To see if students qualify, for this letter please see the Prizes, Awards, Scholarships policy. All of the description, along with Invoice #, Invoice date and amount of payment, excluding the account #, will appear on the memo of a check or the remittance advice if an ACH payment. "Additional Comments" do not appear to the vendor.

To add any credit amount to the requisition, use the minus sign in front of the amount.

After each line is completed, remember to "Save and Add Another Line" for multiple lines.

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e-Home | DePauw.edu | Courses (SOC) | Calendar | Logout

e-Services 2.0 Payment Request Lines

To charge a single invoice **to more than one account**, enter the invoice as many times as necessary below, making sure that you enter the same invoice number each time. Thank you.

Edit this Request Header

DePauw University Payment Requisition
To: Accounts Payable

Requestor: Tribbett, Linda A.　　**Req Date:** 8/14/2019　　**REQ #:** 455880

Account: 152001000.6350　　**Pick up by:**
VP Finance |
Adm/Office Expense

Vendor: Inn at DePauw　　**Vendor Number:** 790
Street Address: 2 West Seminary Street
City/ST/Zip: Greencastle, IN 46135
Request Summary: Example
Special Needs:

Item #	Invoice # (blank if none)	Invoice Date (mm/dd/yyyy)	Description	Account	Amount
1	000	08/14/2019	Example	152001000.6350	$ 1.00

Additional Comments:

Grand Total: $ 1.00

Save and Add Another Line　　Review Printable Request

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Once all lines are entered, select "Review Printable Request".

To charge a single invoice **to more than one account**, enter the invoice as many times as necessary below, making sure that you enter the same invoice number each time. Thank you.

Edit this Request Header

DePauw University Payment Requisition
To: Accounts Payable

Requestor: Tribbett, Linda A.   Req Date: 8/14/2019   REQ #: 455880

Account: 152001000.6350   Pick up by:
VP Finance |
Adm/Office Expense

Vendor: Inn at DePauw   Vendor Number: 790

Street Address: 2 West Seminary Street

City/ST/Zip: Greencastle, IN 46135

Request Summary: Example

Special Needs:

Item #	Invoice #	Invoice Date	Description	Account	Amount	
1	000	8/14/2019	Example	152001000.6350	$1.00	✏️ ❌

Item #	Invoice # (blank if none)	Invoice Date (mm/dd/yyyy)	Description	Account	Amount
2	0000	8/14/2019	Example	152001000.6350	$ 1.00

Additional Comments:

Grand Total: $ 2.00

Save and Add Another Line   Review Printable Request

You will then see your completed Payment Requisition ready to submit.

e-Services 2.0 Payment Request   DEPAUW
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DePauw University Payment Requisition
To: Accounts Payable

Requestor: Tribbett, Linda A.   **Req Date:** 8/14/2019   **REQ #:** 455880
Account: 152001000.6350   **Pick up by:**
          VP Finance | Adm/Office
          Expense

          Vendor: Inn at DePauw   **Vendor Number:** 790
   Street Address: 2 West Seminary Street
       City/ST/Zip: Greencastle, IN 46135
 Request Summary: Example
     Special Needs:

Item #	Invoice #	Invoice Date	Description	Account	Amount	
1	000	8/14/2019	Example	152001000.6350	$1.00	✎ ✗
2	0000	8/14/2019	Example	152001000.6350	$1.00	✎ ✗

Grand Total: $2.00

Submit Payment Request

Back to Requests List   Return to Previous Screen

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If VP approval is needed, you will see this screen after you "Submit Payment Request" Choose your approver from the drop down then hit "Submit Request for Approval"

City/ST/Zip: Plainfield, IN 46168
Request Summary: Reimb example
Special Needs:

tem #	Invoice #	Invoice Date	Description	Account	Amount	
I	8/30/2021-4635	8/30/2021	Reimb - example	152001000.6350	$10.00	✏️❌

Grand Total: $10.00

Please select the approver for this request: [⌄]

Submit Request for Approval

Back to Requests List   Return to Previous Screen

City/ST/Zip: Plainfield, IN 46168
Request Summary: Reimb example
Special Needs:

tem #	Invoice #	Invoice Date	Description	Account	Amount	
	8/30/2021-4635	8/30/2021	Reimb - example	152001000.6350	$10.00	✏️❌

Grand Total: $10.00

Please select the approver for this request: [AVP - Travis Linneweber ⌄]

Submit Request for Approval

You will be prompted to verify your submission to the approver.

mypl2.depauw.edu says

Are you sure you want to submit
to AVP - Travis Linneweber?

OK   Cancel

We are no longer accepting paper copies of payment requests in our office.

After submitting your payment request, please scan the requisition and all backup paperwork (invoice, contract, payment agreement, receipts etc.) as one document and send via email to accountspayable@depauw.edu.

If approval is needed (for requests over $1,000 or personal reimbursements), please wait to send all documents until you have received the email notifying you that the request has been approved. You can then send all documents to accountspayable@depauw.edu.

The deadline for submitting payment requests is each Tuesday at noon. Payments are processed on Fridays. Please note that our payment terms are 15 days from the invoice date.

Paper checks are no longer available for outside vendors or employees of the University - ACH direct deposit is the only payment method offered. Payment via check is by special exception only. Students have the option of being issued a paper check due to Federal regulations, they have the option for direct deposit payments and can enroll via their student e-Services portal.

Thank you,

Business Office Staff