

UAS Payment Request Form Guidelines

STEPS:

1. Fill out the “Requested By” information. This allows UAS to contact you if there are questions about our discrepancies in the Payment Request Form.
2. Input all the fields for the “Payee Information.”
 - a. This can be a Vendor you are trying to pay – please include all their information and ensure a “Payee Data Form” is completed so they are in the UAS system.
 - i. For Vendors, please input the “Supplier ID” as well
 - b. This can also be personal information if you are using this form to complete a reimbursement for you or someone else.
3. Please select whether you are a “CAL STATE LA EMPLOYEE”, “UAS EMPLOYEE” and “US CITIZEN”.
 - a. If this is for a vendor check “No” for CAL STATE LA EMPLOYEE and UAS EMPLOYEE, but “Yes” for US CITIZEN
4. Add the Payment Request Form information like “Description”, “Project”, “Invoice Number”, “Account”, “Fund”, “Department” and “Amount”.
 - a. Work with UAS Grant Analyst to get Project information and account numbers.
 - b. Some of the common account numbers that are used are:
 - i. 660003 – Supplies and Services
 - ii. 622001 – Course Materials
 - c. Project and Invoice Number might not be applicable depending on the Project and if the invoice/receipt has a number.
 - d. You can use more than one line on the Payment Request Form if there are multiple invoices or receipts.
 - i. If there is another Invoice but you want the funds to be charged from a different project, it can be on the same Payment Request Form if the Vendor is the same and it gets the approvals of the PI(s) of the funds.
5. Upon submission of the Adobe Sign Webform, you will be asked to provide the Principal Investigator/Program Director of the Grant name and email. Note that if the check is being requested for the Principal Investigator/Program Director, their supervisor information (e.g.: Dean, if Chairs or Directors, Chair, if Faculty).
6. UAS Payment Request Webform is automatically routed to UAS.
7. There is a sample on the side for your reference.