Payment Request Submitter's Guide

Payment Request

The Invoice and Payment Request page will guide submitters to the correct eForm for preparing and submitting a payment based on Payee and Payment Type.

Payment Request Guidance

Who Are You Paying?

Dartmouth Employee	Dartmouth Student	Vendor	Other	Cancel

Who we pay	Payment Type	eForm	Payment Description
Dartmouth Employees	What Type of Payment? [Travel/Business Expense] [Other Payment] [Cash Advance]		
	Travel/Business Expense	Expense Report Request	Request iExpense Expense Report be prepared for travel or other business that need to be reported for reimbursement or clearing Corporate Card charges or Cash Advance
	Other Payment	Payment Request	Request payments for non-travel or expense reporting (e.g. Gilman Loan, etc.)
	Cash Advance	Payment Request	Advance for group travel where Corporate Card limits do not provide sufficient access to cash
Dartmouth Students	What Type of Payment? [Travel/Business Expense] [Other Payment] [Cash Advance] [Student Prize & Award]		
	Travel/Business Expense	Payment Request	Expenses for Travel or other Business that need to be reported for reimbursement or clearing Cash Advance
	Other Payment	Payment Request	Request payment for research awards, fellowships, etc.
	Cash Advance	Payment Request	Request advance payment for travel or other student activities
	Student Prizes and Award	Student Prize and Award	Report a prize or an award for students, may request payment
Visitors	What Type of Payment? [Travel/Business Expense] [Other Payment]		
	Travel/Business Expense	Payment Request	Request reimbursement for travel or other business activities
	Other Payment	Payment Request	Request payment for services provided to the College (e.g. honorariums)

Vendors	Do you know Purchase Order Number?		
	Yes	No	
	Invoice with PO number	Invoice Payment Request w/ PO Number	Submit an invoice with a PO, provide the PO number, and provide additional information and or route to approvers for invoices >$25,000
	Invoice with no PO number	Invoice Payment Request w/o PO Number	Non-PO Invoice - submit an invoice to provide chart string and route to approvers

Types of Payments

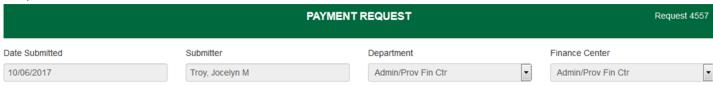| Type of Request	What is it?	Who can be paid?	Notes
Travel/Business Expense	Expenses for Travel or other Business that need to be reported for reimbursement or clearing Cash Advance	Dartmouth Employees* Dartmouth Students Visitors	Documentation not required for expenses >$75 *Employees will direct to the Expense Report Request eForm
Other Payment	Payment Requests to individuals or organizations (e.g. Honorariums, Research Fellowships/Internships, Institutional Payments)	Dartmouth Employees Dartmouth Students Visitors Vendors	
Cash Advance	Request advance payment for travel or other business activities	Dartmouth Employees Dartmouth Students	Employees Advances should be restricted to when Corporate Card is unavailable or insufficient (e.g. group travel)
Student Prize and Award	Reporting and Payment Request for student prizes and awards	Dartmouth Students	The payment types will direct to the Student Prize and Award eForm
PO Invoice Payment Request	For Invoice payment submission when PO is known and additional information needs to be provided for processing payment	Vendors	By Vendor's notating PO number on eForm All PO invoices >$24,999 must be approved
Non-PO Invoice Payment Request	For Invoices payments submission when there is no PO or the PO number is unknown	Vendors	All Non-PO Invoices must be approved

Starting a Request

Single sign-on Web Authentication is required when accessing Finance Center eForms. You will be prompted to log-in using your Dartmouth NetID and password, if you have not been prompted to authenticate previously with another College system. You will remain logged in until you have closed all your browser windows.

1. Go to: https://www.dartmouth.edu/finance/forms-policies-systems/forms_library/eformlibrary.php
2. Select: Payment Request eForm
3. Select the option most applicable to 'Who are you paying?'
4. Select the option most applicable to 'What Type of Payment?' or if 'Vendor' select 'Yes' or 'No' to: 'Do you have a PO number?'
5. Based on your selection, the system will navigate you to the appropriate eForm.

Payment Request eForm

Request ID Number

The Request ID number of each eForm is unique and is created as soon as you open the eForm.

Submission Information

Payee Name

When completing the Payee Name field, enter the name of individuals, last name first, or the vendor's name to obtain a list of values from the Dartmouth AP Supplier table.

Business Purpose

The Business Purpose in only required for not Invoice Payments. The business purpose description should be concise to the purpose of the payment being requested. Lengthy explanations are not required.

Section of the Payment Request eForm

PAYMENT REQUEST

Request number is unique to each eForm

Request 5291

Submission information will auto-populate based upon date and sign-in details

Date Submitted	Submitter	Department	Finance Center
11/17/2017	Wallace, Lisa A	Admin/Prov Fin Ctr	Admin/Prov Fin Ctr

Student Submitters will need to select a Finance Center

Invoice Date

Payee Name*

Payee Site Code   Payee Type   Supplier Number

Business Purpose*

Payment Type
Other Payment

Payment Amount

SSN/Tax ID Number(if required)

▷ **Address**

New Payee/Address
☐

▾ **Chart Strings**

Chart Strings

#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount

Add Additional String

Total: 0.00

Department Administrator Access

Department Administrator Additional Access ☐

Check box if chart strings above are outside your Department or if this request does not use any chart strings

Special Handling

Reason

Recipient Residency

Is payee a non-resident alien?*
Resident

Attachments

Add Attachment

No Documents are attached to this form.

Approvals

No Approvers are currently on this form.

Approver Last, First

Add This Approver

I Approve

I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

Other Instructions/Comments

Save Without Submitting   Submit   Close Without Saving