

THINGS TO CONSIDER
WHEN PREPARING THE
PAYMENT REQUEST FORM
AND/OR DURING
VOUCHER ENTRY

Common Errors which Delay Payment Processing:

- Voucher not fully approved through workflow prior to submission to Office of Disbursements.
- **Approval signature and printed name missing from the Payment Request.**
- **Recipient signature (when appropriate) missing from the Payment Request.**
- **Voucher number not listed. (Disbursements may have difficulty locating the vendor in Spectrum).**
- **Necessary documents not attached to the Payment Request.**
- **Incorrect Account Numbers listed.**
- **Always record the SPEEDTYPE Number on the Payment Request Form.**
- **When entering a voucher, ALWAYS enter an invoice number. When the invoice number is given use that number exactly as it is recorded. However, where no invoice number exists, please identify the payment in the invoice number area. For example, when paying a consultant for services rendered, enter CONS as the invoice number when an invoice number is not provided. Enter HON for Honorarium.**
- **Residency Status not indicated. State of Georgia Employee question not answered.**
- **Tax Analysis incomplete.**
- **Current immigration status of the Foreign National payee may prohibit certain payments. (Contact the Tax Accountant – (404) 651-2184 with questions.)**
- In a situation where NRA withholding must be applied, please do not request multiple payment types on a single voucher. For example, an Honorarium payment and a Reimbursable Expense should not be requested on the same voucher if the payee is a Foreign National. This causes significant delay because Disbursements cannot apply withholding to individual line items, **therefore the voucher must be deleted.**

Payment Handling:

- When emailing a request for payment status, please indicate the voucher number.
- **All payments must be mailed.** Exceptions require prior written approval from the Manager of Disbursements. In exceptional situations where a check pick-up is required, email finjmp@langate.gsu.edu or call (404) 651-3338 or 3340. If written (emailed) approval is granted, attach the email to the Payment Request form. Also, indicate “hold for pick-up” in the upper right-hand corner of the Payment Request form. Expect a call or email from Disbursements Customer Service, (404) 651-3340, advising when the check is ready for pick-up.

Foreign National Specific Instructions:

- **Contact the Tax Accountant, (404) 651-2184, prior to entering a voucher for a new vendor who is a Foreign National. The Tax Accountant must set-up the vendor for withholding before a voucher is entered. Otherwise, the voucher must be deleted and re-entered by the department, causing delay. Submit separate Payment Request forms for payments and reimbursements if the payee is a Foreign National.**
- **If Payee is a Permanent Resident, the department representative should be able to verify the existence of the Permanent Resident Card.**
- For reimbursable expenses, indicate residency status, however it is not necessary to perform a full tax analysis, unless contacted by the Tax Accountant.

- (For information on payments to non-resident aliens, visit) <http://www2.gsu.edu/~wwwfas/FinancialOperation/FinancialPolicy.htm>
- (For information regarding account coding for payments to Foreign Nationals, visit) – <http://www2.gsu.edu/~wwwfas/FinancialOperation/PaymentstoNRA/MatrixforPaymentstoForeignIndividuals.pdf>

All Payments:

- Avoid duplicate payments. When entering a voucher, if the system indicates that a particular date or invoice number has already been used, there is a good possibility the invoice has already been paid. Access the vendor history to try to locate the payment amount or invoice number. Contact Disbursements Customer Service at (404) 651-3340, for assistance, if needed. Enter the actual invoice date in the invoice date field. Do not allow the system to default to the date of voucher entry. Using actual invoice dates and actual invoice numbers helps safeguard against duplicate invoice payments.
- A voucher should be approved through workflow before sending the Payment Request Form to the Office of Disbursements.
- The initiator and the approver cannot be the same person.
- Record the voucher number on the Payment Request form. The voucher number is a system generated number containing 8 characters. Note: The vendor number and the voucher number are not the same.
- Record the SPEEDTYPE Number on the Payment Request Form.
- Check to be sure the correct remittance address is listed in Spectrum. If it is not, contact Purchasing at (404) 651-2330 to request an address update **before** entering the voucher into Spectrum.
- Allow 3-5 business days **after** vouchers are approved through workflow **and** after documentation is received by the Office of Disbursements, for payment processing.
- **Convert Foreign Currency to the US Dollar equivalent (unless you have used a US credit card, in which case the US Dollars will be converted).** ATTACH A COPY OF THE CONVERSION CALCULATION to the request. A popular website for conversion tables, recommended by GSU Auditing Services is - <http://www.oanda.com/convert/classic>

Payments to Consultants – Non-Employee Reimbursement and Services (for one day services and/or less than \$5,000):

- Attach a consultant invoice to the Payment Request form when available.
- Submit separate Payment Request forms for payments and reimbursements if the payee is a Foreign National.

Payments to Individuals for Stipends (non-taxable stipends, only), Scholarships, and Awards

- **Taxable stipends are paid through the Payroll Unit. However, the Office of Disbursements processes non-taxable stipend payments. The correct taxable / non-taxable determination is made by the initiating department. Questions should be directed to the College HR Officer or designated representative. If the stipend is project related, questions can be directed to Grants and Contract at (404) 651-2313.**
- **Verify with your College HR Officer or designated representative that awards and scholarships are properly routed to either the Payroll Unit or the Office of Disbursements. Generally, if the recipient is required to perform services as a condition for receiving the scholarship or award, then the payment should be processed through the Payroll Unit. The Office of Disbursements will process scholarships and award which are not tied to services performed.**

Reimbursements (other than Travel):

- **Do not code employee reimbursement to 752100 (752100 is non-employee reimbursement). Identify the type of expense and code it to the appropriate account number.**
- Receipts (where applicable) must be attached to the Payment Request form.
- Both recipient and approver signatures are required on the Payment Request form.

Registrations:

- If payee is a company or organization, an approval signature is sufficient. However, if the payee is an employee or student who is being reimbursed, we require the recipient's signature as well as the approver's signature.
- Attach an invoice or statement from the **vendor** showing proof of payment (faxes are acceptable). When requesting **reimbursement**, attach proof of payment (including method of payment).
- Request registration fee payments at least 10 days prior to the event. Attach the registration form to the request.

Pre-Paid Lodging:

- Code the pre-paid lodging expense to the employee or student travel account code (note: do **not** code the expense to the pre-paid account).
- Include a confirmation or invoice from the establishment, which lists the exact dates for the stay and the daily rate.
- Because the payee is a company, the approval signature is sufficient.
- Request pre-paid lodging payments at least 10 days prior to event.