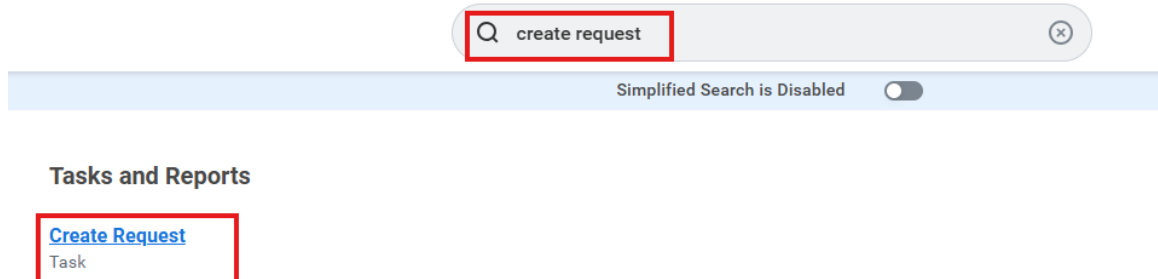# How to fill out a Miscellaneous Payment Request Form
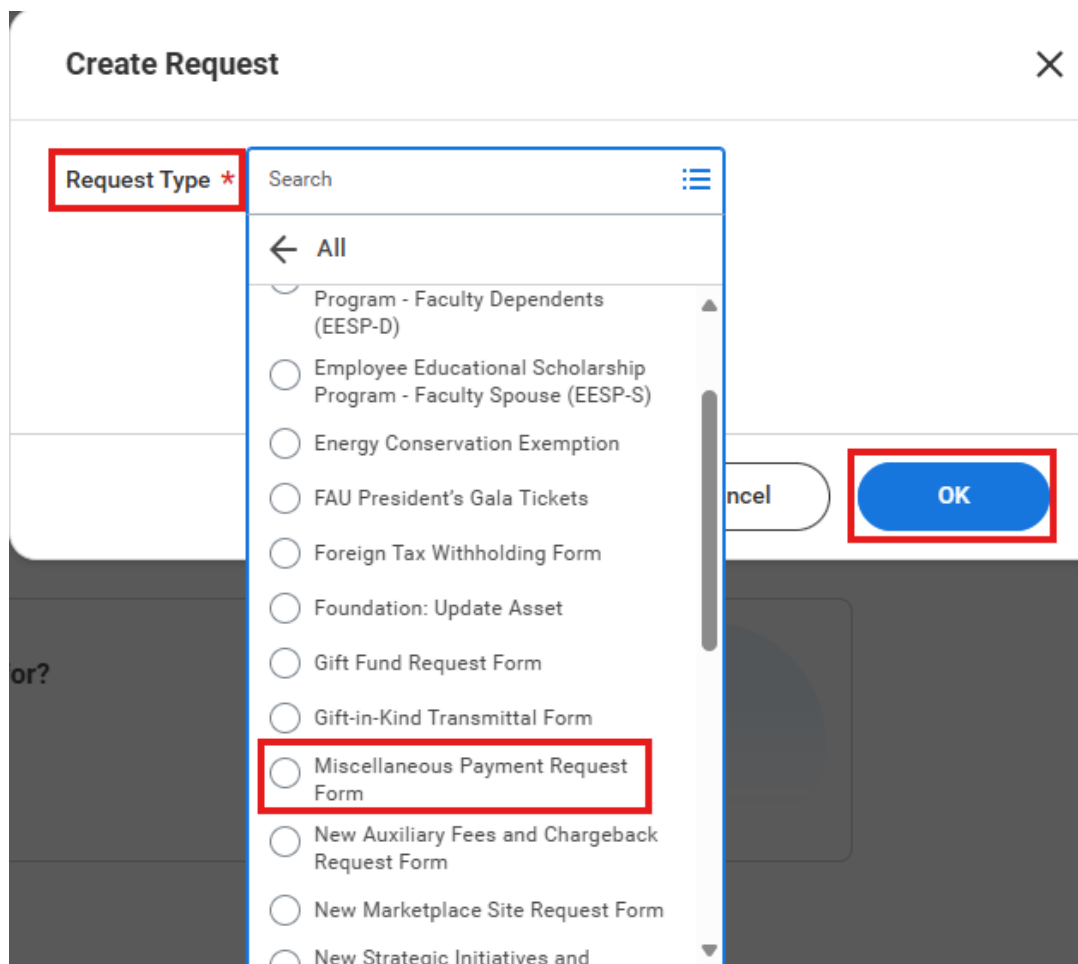
Please note: this request is for one-time transaction, low dollar amounts, and to be settled via check only. If the intention is to use the payee several times during the calendar year, it should be set up as a **Supplier.**

1. On the Workday search **"Create Request"** and select the task.

2. Under "Request Type", select "Miscellaneous Payment Request Form"

3. Fill out all required information – TAG, Cost Center, choose the Spend Categories available, and amount.

PLEASE NOTE: If the payment is reimbursement, please attach any documents showing the name of the Payee, amount that they are getting reimburse, and why.

If the payment is **NOT** a reimbursement, attach a **UPDATED** W-9 form, an Independent Contractor form, how much and why we are paying the Payee.

Miscellaneous Payment Request Form

This request form is to be used exclusively for one-time transactions, are primarily low dollar and settled via check.

Date
(Required)

MM/DD/YYYY

Is this a reimbursement?

If No, please be sure to include a completed W-9 form as an attachment. Professional services and honorarium payment requests should add completed OGC Independent Contractor Agreement.
(Required)

○ Yes
○ No

Enter one or more (if splitting) Org Number, GL Code, and Amount in the fields below.

TAG
(Required)

Cost Center
(Required)

Spend Category
(Required)

○ Professional Services - Independent Contractor
○ Professional Services - Artistic
○ Honoraria/Honorariums
○ Prizes and Awards - Non FAU
○ Reimbursement and Refund

Amount
(Required)

Total Amount of Authorization
(Required)

4. Next, fill out the **"Payee Information"** completely– this is the information AP will use to issue payment so please make sure it is as accurate as possible. You will also need to provide a purpose as to why this payment is being made.

Payee Information

Choose one option.

If Payee ID does not exist in Workday, please provide detailed information including **name, complete mailing address, town, state and zip code. If available include telephone number.** (Required)

○ Please make payment payable to Payee ID.

○ Payee ID does not exist in Workday.

Complete Address of New Payee

Enter N/A if Payee ID provided in **Payee Information** above. (Required)

Phone Number of New Payee

Enter N/A if Payee ID provided in **Payee Information** above. (Required)

Purpose (funds are being sent for) (Required)

5. Attach all documentation needed to support the request. This can be an email, letter, contract, memo, invoice, and/or receipt.

Attach all backup documentation supporting the payment for this transaction. Backup may include email, invoice, receipt, letter, contract agreement or memo. (Required)

Drop files here

or

Select files

6. Once you have verified everything is correct, filled out properly, and all necessary documents are attached, click **Submit**.

Submit   Save for Later   Cancel