INSTRUCTION GUIDE FOR
Villanova University
Request for Payment
(for outside vendors ONLY)

Section I:

1. Fill in Banner ID number, vendor name, and complete address.
2. Fill in date the Request is prepared, the type of payment being requested, and the name of the Villanova employee requesting the payment along with the department name and phone number.

Example:

Payee Banner ID:___01234567_____

Payee:___Widgets Inc._____

Address:__123 Main Street_____

_____

City: __Springfield_____ State:__PA___

Zip:__19064___

Date Prepared:___8/9/07___

- o Invoice Payment
- o Independent Contractor (W-9 required)
- o Honorarium (W-9 required)
- o Other

_____

Requestor__Prof. John Doe_____

Department and Ext__Communications, x9-6000_

Section II:

1. Fill in the following:
   -Invoice Date (*date listed on invoice from vendor*).
   -Invoice Number (*number listed on invoice from vendor; leave blank if no invoice number is indicated*).
   -Index/Account Numbers (*six-digit Villanova index and four-digit Villanova account number to be charged*).
   -Amount (*total amount to be paid to vendor; number MUST match invoice submitted*).
2. 1099 Payment – check yes or no for 1099 payment (if unsure, leave blank and Procurement Department will make the determination).
3. Explanation of Payment – Explain, in detail, the reason for this payment to the vendor. Original invoice(s) must be attached to the Request for Payment (no photocopies of invoice(s) will be accepted).

Example:

Invoice Date	Invoice Number	Index / Account	Amount
8/2/07	INV080207	123456-7449	$1,918.00
8/4/07	INV080407	123456-7449	$152.75

1099 Payment: ____yes _X__no Total____$2,070.75_____

Explanation of Payment:

Invoice #INV080207 for 3 cases of widgets (20 per case), and Invoice #INV080407 for two instruction manuals for widgets.

Note: All original receipts or supporting documentation MUST be attached

Section III:

1. Check Disposition – Indicate how you would like the check sent to the vendor or any other special request for the Procurement Department. Leave blank if the check can be mailed out directly, or there are no enclosures or special requests.
2. Approvals – All RFP's must be approved before payment can be processed. Approvals are based on the total dollar amount of the Request for Payment. Please refer to the Approval Policy for the list of those employees that will need to approve the request based on the dollar amount and index listed on the Request for Payment. All RFP's must have a printed name and title along with an actual signature.

Example:

Check Disposition

- Mail directly with enclosure
- Send to Requestor (honorariums only) attn:_____Department:_____

Special Requests:_____

Approvals

see the approval policy for approval levels

John Doe, Associate Professor	John Doe 8-9-07
Approver Name and Title - Please Print	Signature and Date
Approver Name and Title - Please Print	Signature and Date
Approver Name and Title - Please Print	Signature and Date

Once all three sections are completed, forward the RFP to the Procurement Department for payment. Payment will be made to the vendor based upon the payment terms set up for that vendor. Most RFP's are entered into the Banner System within ten (10) days of being submitted to Procurement. Please be advised that this is an approximate time frame, and is subject to change.

Please Note:

New vendors require a Vendor Profile/W-9/Insurance Certificate to be completed by the department and approved by Procurement before any RFP can be processed and payment made to the vendor.