

RVCDS Payment Requisition Instructions

The Payment Requisition form is used to request a payment to a vendor in the form of a check, credit card, or ACH/EFT payment. This document is intended to provide instruction to assist in the proper completion of the form.

The picture below shows the top portion of the requisition form. Please see below for guidance on completing this portion of the form.

River Valley Child Development Services			
 PAYMENT REQUISITION			
Req. Number:	Program:	Date:	
Payment Method:	Requested By:		
Payment Distribution Method:			
Payee Name:	Payee Phone:		
	Payee Email:		
Payee Address:	Tax ID (SSN) <i>individual</i>		
	Tax ID (FEIN) <i>business</i>		
Accounting Dept. Use Only			
Vendor ID:	New Vendor?	Address Change?	

Requisition Number

The requisition number is entered by the Program Director of the program requesting payment. The requisition number should include at least 2-3 letters for your program name, the FY, and a unique number (you can start with 001 and go up from there...001, 002, 003, etc.). The unique requisition number assists the accounting software with making duplicate payments.

Examples of requisition numbers are shown:

ADM-22-001	LNK-22-408	RAU4-22-089	TCR-22-182	FDC-22-010
CH-22-100	CON-22-103	RVC-22-304	SAC-22-402	RAU3-22-050

Program

Select your program name from the drop-down list.

Date

Enter the date you are completing the requisition form.

Payment Method

Select the payment method from the drop-down list. The choices are:

Check – the agency will pay the vendor via agency check.

Credit Card – the agency will pay the vendor via agency credit card.

ACH/EFT – the agency will pay the vendor via ACH/EFT. This requires an additional form to be completed by the vendor.

Requested By:

Enter the name of the person requesting the payment (completing the requisition form)

Payment Distribution Method

Select the payment distribution method from the drop-down list. ACH/EFT will be completed by the accounting department only.

1. Accounting department will mail = accounting department will mail the check to the vendor.
2. Return to requesting department = accounting department will return the check to the requesting department and the department will then mail/distribute the check to the vendor.
3. Credit card by program – the Program Director will issue payment to the vendor via agency program credit card.
4. Credit card by accounting – the accounting department will issue payment to the vendor via agency credit card.

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Description

Describe what the payment request is. For example, you are requesting 1 (quantity) grant (unit) and the description is the name of the grant being awarded (Tip Top Provider grant). Another example, you are requesting 4 (quantity) licenses (unit) and the description of what the licenses are (Office 365 annual licenses).

Unit Price

Enter the per unit price. For example, the Tip Top Provider grant is \$1000, so you would enter \$1000. The Office 365 software is \$50 per license, so you would enter \$50.

Total

The total column in the chart auto-calculates the quantity by the unit price to give the total price. This column cannot be edited by the user.

Subtotal

This cell calculates the subtotal for the vendor payment. This cell auto-calculates and cannot be edited by the user.

Other

Other is a cell that is available to enter any additional costs associated with the payment request in the chart. You may never need to use this but is available in case.

TOTAL

The grand TOTAL cell shows the total payment due to the vendor. This is the amount the check will be written for, or the amount of the credit card payment or ACH/EFT transaction.

Program Code, % and GL Acct#

Program code box will only be used if your payment request will NOT be charged to a grant/Job ID. If you are charging your payment request to your non-grant budget (i.e. income from fees) then you will select your 4 digit department code from the drop down menu. Indicate the % of the payment that will be charged to that department (likely it will be 100%) in the % cell. Enter the GL account # that the payment request will be charged (refer to the chart of accounts document...when in question, please ask). If you are charging 100% of the payment to this section, you will move on to the bottom portion of the form (approvals). It is possible to have a situation in which a program will charge a portion of the payment to the non-grant budget and a portion of the payment to the grant budget. In this case, the program will utilize both the program code section and the job ID section.

Job ID, %, GL Acct #, Phase Code, and Cost Code

Programs that have grant budgets/Job IDs will utilize the job ID section to indicate which grant(s)/Job ID(s), GL acct(s), phase code(s) and cost code(s) will be charged.

The job ID assigned to your program grant is designed as follows: FY.DeptCode (22.5081).

Enter your job ID (you can enter up to 4 job IDs if the payment needs to be split between more than one grant or more than one phase code and/or cost code. Indicate the % of the payment that will be charged to the indicated job ID/phase code and cost code in the % cell. Enter the GL account # that the payment request will be charged to (refer to the chart of accounts document). Select the phase code from the drop-down menu and then select the cost code from the drop-down menu (if applicable).

In the event you need to charge the expense to more job IDs than listed, please attached form that outlines all of the Job IDs, GL acct #s, Phase Codes and Cost Codes, plus the % split for the charge.

Once you have completed all the sections of the form, please sign and date on the program approval line.

Attach supporting documentation for all purchase requisitions and forward to the RVCDS Purchasing Agent.