Payment Form Instructions

Overview:

The payment form will be used for all reimbursements and one-time payments. A one-time payment is defined as a payment made to an outside vendor for nontangible items. This can include but is not limited to, memberships, fees, subscriptions, events, etc. Reimbursements are issued for out of pocket expenditures made that are specifically related to college business. All payments must be approved by the department head and/or VP. Please contact the A&F office if there are any questions about the type of payment.

The requestor will be able to access the form via the MCLA portal, under Forms, my forms. The form is completed and then sent along to the appropriate department head to sign. The department head and the VP have the option to reject the order. In this instance the requestor will be notified through an email and the form will need to be revised or canceled. Once the department head approves and signs, the form is directed to the appropriate VP, then to A& F to be verified and processed. All signers will have access to the form and its status via Dynamics Forms.

Click the link to open the payment form or access through MCLA portal, Forms, My Forms (Dynamics Forms), Admin & Finance.

When filling out the payment form, select “type of payment” from drop down field, the choices are One Time Payment or Reimbursement.

For One Time Payment:

Complete the vendor information in the spaces provided.
Enter a brief description of the purchase including the justification. An invoice or request for payment must be attached in order to process payment to an outside vendor. The document(s) may be uploaded by clicking the “number of documents” drop down, up to 5 documents may be attached.

Next choose the number of accounts by which the purchase will be funded. Up to 3 accounts may be selected. Be sure to fill in the amount for each funding line selected. If there are any questions on account codes please contact the Admin & Finance office.

Select the appropriate Department Head using the drop down. Then click to sign as the requestor. (if you are the department head, you’ll need to select yourself and sign again as department head). Click Submit Form button at the bottom of the form. The payment form is now routed to the Department Head for signature. If the payment requires a VP signature, the department head will select the VP Signature needed and route the form to the appropriate VP.
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**Reimbursement**

Choose whether you are filling out the form for yourself or someone else. When selecting someone else, that person will receive an email to sign as the payee.

When you click “for me” your information populates in the appropriate fields. When you choose for “Faculty/Staff”, please choose from the drop down the employee for which the reimbursement is being processed.

Enter a brief description of the reimbursement including the justification. Then list out the actual expenditures including the amounts.

The form will calculate the total of the actual expenses in the “Total Request” box.
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You have the option of uploading documentation to support the reimbursement by clicking the number of documents, then clicking the upload file button. However, you **must** send the *original paid receipts* to Melissa Maxon, Admin & Finance in order to guarantee your reimbursement.

*Paid receipts must be sent to Admin & Finance office in order to guarantee reimbursement for all expenses.*

Next choose the number of accounts by which the purchase will be funded. Up to 3 accounts may be selected. Be sure to fill in the amount for each funding line selected. If there are any questions on account codes please contact the Admin & Finance office.

Select the appropriate Department Head using the drop down. Then click to sign as the requestor. (if you are the department head, you’ll need to select yourself and sign again as department head). Click Submit Form button at the bottom of the form. The payment form is now routed to the Department Head for signature. If the payment requires a VP signature, the department head will select the VP Signature needed and route the form to the appropriate VP.

**Department Head Instructions for both types of payment:**

You will receive an email asking for your approval for a payment from mcla-forms@mcla.edu. Click the link or access the forms in the portal. Please take this opportunity to look at the request, be sure the amount, account code, and purpose is appropriate. You have the option to reject the request by clicking the button at the bottom. If the request is rejected you will be prompted to complete an email back to the previous office (the requestor) stating the reasons for the rejection. The requestor will need to make the necessary corrections and resend to Department Head for signature. If the request is approved, then sign as the department head and choose if the request requires VP/PRES signature, then choose the appropriate VP. Click submit.
VP/Pres Instructions for both types of payment:

You will receive an email from mcla-forms@mcla.edu stating that your signature is required for approval. Click the link or access the form in the portal. Please take this opportunity to look at the request, be sure the amount, account code, and purpose is appropriate. You have the option to reject the request by clicking the button at the bottom. If the request is rejected you will be prompted to complete an email back to the last office (the department head) stating the reasons for the rejection. The Department Head will then need to reject the form back to the requestor to correct. The requestor will need to make the necessary corrections and resend to Department Head for signature. If the request is approved, then sign as the VP/Pres and click submit.

The form is then sent to the Administration & Finance office for processing.

**Tips & Tricks**

It’s important to know that the requestor “owns” all the fields when submitting the form. With that in mind know that when a form is rejected only the requestor will be able to edit the fields, for example account number, description, etc. See the flow chart below.

Always contact the Administration & Finance with any questions or concerns.