

FSU FOUNDATION TRANSITION - Disbursements

All payments will be processed according to normal OMNI or Concur procedures. The only difference is that payments from the FSU Foundation will route to Foundation for final approval instead of the Central Office. Any payments made on Foundation budgets will be subject to the [Foundation's Expenditure Policy](#). If the payment is split between Foundation and FSU budgets, then the payment will be subject to FSU & Foundation policies.

All reimbursements to individuals are processed in Concur. Payments for goods &/or services will be processed via an ePRF or Purchase Order (PO). If you process reimbursements through Accounts Payable, then the payment could be subject to tax reporting. (The only exception to this will be non-travel employee cash advances. These will continue to be processed via ePRF).

Please see below for a brief outline of how to process each payment type:

1. Encumbered Payments (payments on a PO)
 - Receive your item/service in OMNI
 - Send the invoice to CTL-Invoices@fsu.edu
 - The Central office will create the voucher
 - The payment will be sent to the supplier

2. Unencumbered Payment (payments not on a PO)
 - Departments will create an electronic Payment Request (ePRF) in OMNI
 - The ePRF will route to the Foundation for final approval.
 - Once approved, the voucher will be created in OMNI and the payment sent to the supplier
 - Review the [ePRF start-up guide](#) for more details

NOTE: All suppliers must be set up in OMNI prior to the creation of the ePRF

3. [Non-Travel Cash Advance](#)
 - Follow the steps on the Accounts Payable website.
 - A non-travel cash advance is required for each individual project.

4. Individual Reimbursements (non-travel)
 - Create an expense report (ER) in Concur.
 - The ER is routed according to user's supervisor and department/fund/project
 - The final approver will be the Foundation staff
 - Once approved, the ER will pay out of OMNI

NOTE: If the individual being reimbursed is not an FSU employee, then they will need to be set up as a Guest using the [Guest Traveler Profile Form](#)

5. Travel Reimbursements
 - A Request is created and approved in Concur
 - Once travel is completed, create an ER in Concur
 - The ER is routed according to the user's supervisor and department/fund/project
 - The final approver for the ER is FSU Foundation.

If you have any questions about the payment process, please contact Disbursement Services at 850-644-5021.