### Creating a Membership Payment Request Form Created on 2/6/2013 10:30:00 AM



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Creating a Membership Payment Request Form	
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## **Creating a Membership Payment Request Form**

#### Procedure

#### Scenario:

In this topic, you will learn the steps to create a membership payment request form.

Memberships are also allowed on the Purchasing Card (still require Membership Justification and Vendor Certification). See P-Card Website (<u>http://purchasing.fsu.edu/Purchasing-Card-Information</u>) for more information.

#### **Key Information:**

Payables Forms (<u>http://controller.vpfa.fsu.edu/Controller-Forms#PDForm</u>) Vendor Certification List (<u>http://controller.vpfa.fsu.edu/content/download/80442/862210/</u>)

#### Estimated Length: 3 Minutes



Step	Action
1.	Navigate to the Controller's Website http://controller.vpfa.fsu.edu ( <u>http://controller.vpfa.fsu.edu/</u> )



FLORIDA ST	TATE UNIVERSITY	Controller's Office Search
Controller's	Office	
Finance & Reporting Services	FSU / Controller's Office	Useful Links
General & Construction Accounting	Controller's Office	<ul> <li>» FSU Hotline</li> <li>» Policies &amp; Procedures</li> </ul>
Payables & Disbursement Services	News and Announcements	» Forms » Organizational Chart
Payroll Services	Access the Expense Account Data Dictionary and Short	» OMNI
Property Accounting	List on the Expense Account Lists page. Travel Card Persources have been undated	Subscriptions
Student Financial Services	<ul> <li>The University's 2011-2012 Annual Report is now available here.</li> </ul>	» Financial Rep Meeting Materials
Tax Administration		
Travel		Resources
Treasury & Cash Management	Upcoming Events	» Departmental Business Management Guide
	FEB Intro to University Accounting (BTFA01) 8:30 AM - 10:30 AM	Training & Job Aids     Frequently Asked     Questions     Expense Account Lists     Descenting Account Lists
	COS Hinancial Reporting Tools (BTFA02) 8:30 AM - 11:00 AM	OMNI Training Site
http://controller.vpfa.fsu.edu/Controller-Forms	FEB         General Ledger Reconciliation (BTFA03)           12         8:30 AM - 11:30 AM	Publications

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k the <b>Forms</b> link.
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FLORIDA STA Controller's Office	TE UNIVERSITY Corr	Controller Quick Links							
Home Finance & Reporting Services Ceneral & Construction Accounting Payables & Disburgement Services	FSU / Controller's Office / Controller Forms <b>Controller Forms</b> Financial Reporting   General & Construction Accounting   <u>Payables &amp;</u> Services   Property Accounting   Student Financial Services   Tax Adr	<u>Disbursements</u>   Payroll ninistration   Travel							
Payroll Services Property Accounting Student Financial Services	Financial Reporting								
Tax Administration Travel Treasury & Cash	Form Name Year-End Cash on Hand	Form # FR-01							
Management	Year-End Accounts Receivable Year-End Inventory Purchased for Resale Year-End Amounts Due From University Departments Year-End Capital Improvements	FR-02 FR-03 FR-04 FR-05							
	GENERAL & CONSTRUCTION ACCOUNTS	ING							
	Form Name	Form #							
	Interdepartmental Requisition and Journal Entry with Instructions GA-01								
http://controller.vpfa.fsu.edu/Controller-Forms#PDForm	Interdepartmental Requisition and Journal Entry Form Only								



Step	Action
3.	Click the <b>Payables &amp; Disbursements</b> link. Payables & Disbursements

PATABLES & DISBURSEMENT SERVICES	
Form Name	Form #
Allowable Unencumbered Disbursements	
Certification of Payment with Public Funds	PA-3
Employee Advance Request	FA 252
OMNI ePRF Approver Authorization Form	PA-9
Payment Reguest	PA-4
Payment Request - Foreign Vendor	PA-4a
Reimbursement Justification Form	PA-6
University Membership Justification	PA-2
Vendor Direct Deposit	PA-1
Vendor Authentication/Profile	VA-2
Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants	VA-2a
PAYROLL	
Form Name	Form #
Club Usage Log	PR-04
Direct Deposit Authorization	PR-06
Guest Travel	PR-02
Independent Contractor Checklist	PR-05
Independent Contractor Checklist Paycheck Pickup Authorization	PR-05 PR-03
Independent Contractor Checklist Paycheck Pickup Authorization Retroactive Distribution of Funding with Instructions	PR-05 PR-03 PR-01
Independent Contractor Checklist Paycheck Pickup Authorization Retroactive Distribution of Funding with Instructions Retroactive Distribution of Funding Form Only	PR-03 PR-01
Independent Contractor Checklist Paycheck Pickup Authorization Retroactive Distribution of Funding with Instructions Retroactive Distribution of Funding Form Only Taxable Fringe Benefits	PR-05 PR-03 PR-01 PR-07
Independent Contractor Checklist Paycheck, Pickup Authorization Retroactive Distribution of Funding with InstructionsRetroactive Distribution of Funding Form Only Taxable Fringe Benefits PROPERTY ACCOUNTING	PR-05 PR-03 PR-01 PR-07
Independent Contractor Checklist Paycheck Pickup Authorization Retroactive Distribution of Funding with InstructionsRetroactive Distribution of Funding Form Only Taxable Fringe Benefits  PROPERTY ACCOUNTING Form Name	PR-05 PR-03 PR-01 PR-07 Form #

Step	Action
4.	Click the <b>Payment Request</b> link.
	Payment Request



Form Name	Form #			
Allowable Unencumbered Disbursements				
Certification of Payment with Public Funds	PA-3			
Employee Advance Request FA 252				
OMNI ePRF Approver Authorization Form	PA-9			
Payment Request	PA-4			
Payment Request - Foreign Vendor	PA-4a			
Reimbursement Justification Form	PA-6			
University Membership Justification	PA-2			
Vendor Direct Deposit	PA-1			
Vendor Authentication/Profile VA-2				
Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants	VA-2a			
PAYROLL				
Form Name	Form			
Club Usage Log	PR-04			
Direct Deposit Authorization	PR-06			
Guest Travel	PR-02			
Independent Contractor Checklist	PR-05			
Paycheck Pickup Authorization	PR-03			
Retroactive Distribution of Funding with Instructions	PR-01			
Retroactive Distribution of Funding Form Only				
Taxable Fringe Benefits	PR-07			
PROPERTY ACCOUNTING				

Step	Action
5.	Click the <b>Open</b> button.
	Open

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Step	Action
6.	Complete all necessary fields on the Payment Request Form (http://controller.vpfa.fsu.edu/content/download/3532/26187/).
	In addition to the invoice, memberships require a Membership Justification Form ( <u>http://controller.vpfa.fsu.edu/content/download/3533/26190/</u> ) to be attached.
	You must also ensure that the vendor has completed a Certification of Payment with Public Funds ( <u>http://controller.vpfa.fsu.edu/content/download/3528/26174/</u> ) and that it is on file with Accounts Payable.

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			Distribu	ion Information			
	Invoice #:		Invoi	ce Date:		P.O.#:	
	For Non-Duty Stipends a	nd Research Participants	s please select the app	licable account cod	e:Choi	ose one if applicable	Ĭ
	Amount Dept.	Fund Project Ac	count Chartfield C Code 1*	hartfield Chartfield 2* 3*	Activity ID** Resource Type*	Resource Sub Category*** Asset	

Step	Action
7.	Membership Account Codes should be one of the following:
	- Institutional 741923 - Individual 741924
	See Expense Account Lists ( <u>http://controller.vpfa.fsu.edu/Expense-Account-Lists</u> ) for more details.





Step	Action
8.	Return to the <b>Controller's Website</b> .

PAYABLES & DISBURSEMENT SERVIC	ES
Form Name	Form #
Allowable Unencumbered Disbursements	
Certification of Payment with Public Funds	PA-3
Employee Advance Request	FA 252
OMNI ePRF Approver Authorization Form	PA-9
Payment Request	PA-4
Payment Request - Foreign Vendor	PA-4a
Reimbursement Justification Form	PA-6
University Membership Justification	PA-2
Vendor Direct Deposit	PA-1
Vendor Authentication/Profile	VA-2
Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants	VA-2a
PAYROLL	
Form Name	Form #
Club Usage Log	PR-04
Direct Deposit Authorization	PR-06
Guest Travel	PR-02
Independent Contractor Checklist	PR-05
Paycheck Pickup Authorization	PR-03
Retroactive Distribution of Funding with Instructions	PR-01
Retroactive Distribution of Funding Form Only	
Taxable Fringe Benefits	PR-07
PROPERTY ACCOUNTING	
Form Name	Form #



Step	Action
9.	Click the University Membership Justification link. University Membership Justification

Form Name	Form #
Allowable Unencumbered Disbursements	
Certification of Payment with Public Funds	PA-3
Employee Advance Request	FA 252
OMNI ePRF Approver Authorization Form	PA-9
Payment Request	PA-4
Payment Request - Foreign Vendor	PA-4a
Reimbursement Justification Form	PA-6
University Membership Justification	PA-2
Vendor Direct Deposit	PA-1
Vendor Authentication/Profile	VA-2
Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants	VA-2a
PAYROLL	
Form Name	Form #
Club Usage Log	PR-04
Direct Deposit Authorization	PR-06
Guest Travel	PR-02
Independent Contractor Checklist	PR-05
Paycheck Pickup Authorization	PR-03
Retroactive Distribution of Funding with Instructions	PR-01
Retroactive Distribution of Funding Form Only	
Taxable Fringe Benefits	PR-07
PROPERTY ACCOUNTING	

Step	Action
10.	Click the <b>Open</b> button.



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		Office of the Universit Florida State Universit	y Controller y Ph: (850) 6	Payables and Disbursements 5607A University Center Tallahassee, FL 32306-2391 44-5021 Fax: (850) 644-8137			
		UNIVERSITY	MEMBERSHIP JUSTIFIC	CATION			
Cy,		Dept. Name Budget Account Manager Organization Name Address Dates of Membership Voting Representative(s) and/or pr	Dept. 10/0 Project (II Amount erson(s) considered member for m	Fund //			=
		Purpose and Justification for Memi	bership in above Organization:				
6							

Step	Action
11.	Complete the Membership Justification Form which is required for all membership purchases.
	This form is attached to the Payment Request Form.





Step	Action
12.	Return to the <b>Controller's Website</b> .

Form Name Allowable Unencumbered Disbursements Certification of Payment with Public Funds Employee Advance Request OMNI ePRF Approver Authorization Form Payment Request Payment Request Payment Request - Foreign Vendor Relimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants Form Name Club Usage Log	Form #  PA-3 FA 252 PA-9 PA-4 PA-4a PA-4a PA-6 PA-2 PA-1 VA-2
Allowable Unencumbered Disbursements  Certification of Payment with Public Funds  Employee Advance Request  OMNI ePRF Approver Authorization Form Payment Request Payment Request - Foreign Vendor Relimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants  Form Name Club Usage Log	PA-3 FA 252 PA-9 PA-4 PA-4a PA-6 PA-2 PA-1 VA-2
Certification of Payment with Public Funds Employee Advance Request OMNL ePRF Approver Authorization Form Payment Request Payment Request - Foreign Vendor Reimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	PA-3 FA 252 PA-9 PA-4 PA-4a PA-6 PA-2 PA-1 VA-2
Employee Advance Request ONINI ePRF Approver Authorization Form Payment Request Payment Request - Foreign Vendor Reimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Patricipants PAYROLL Form Name Club Usage Log	FA 252 PA-9 PA-4 PA-4a PA-6 PA-2 PA-1 VA-2
OMNL ePRF Approver Authorization Form Payment Request Payment Request - Foreign Vendor Reimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Patricipants PAYROLL Form Name Club Usage Log	PA-9 PA-4 PA-4a PA-6 PA-2 PA-1 VA-2
Payment Request Payment Request - Foreign Vendor Reimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	PA-4 PA-4a PA-6 PA-2 PA-1 VA-2
Payment Request - Foreign Vendor Relmburesment Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	PA-4a PA-6 PA-2 PA-1 VA-2
Reimbursement Justification Form University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants  PAYROLL Form Name Club Usage Log	PA-6 PA-2 PA-1 VA-2
University Membership Justification Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	PA-2 PA-1 VA-2
Vendor Direct Deposit Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	PA-1 VA-2
Vendor Authentication/Profile Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	VA-2
Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants PAYROLL Form Name Club Usage Log	
PAYROLL Form Name Club Usage Log	VA-2a
Form Name Club Usage Log	
Club Usage Log	Form #
	PR-04
Direct Deposit Authorization	PR-06
Guest Travel	PR-02
Independent Contractor Checklist	PR-05
Paycheck Pickup Authorization	PR-03
Retroactive Distribution of Funding with Instructions	PR-01
Retroactive Distribution of Funding Form Only	
Taxable Fringe Benefits	
PROPERTY ACCOUNTING	PR-07
Form Name	PR-07

Step	Action
13.	Click the Certification of Payment with Public Funds link.
	Certification of Payment with Public Funds



Form Name	Form #
Allowable Unencumbered Disbursements	
Certification of Payment with Public Funds	PA-3
Employee Advance Request	FA 252
OMNI ePRF Approver Authorization Form	PA-9
Payment Request	PA-4
Payment Request - Foreign Vendor	PA-4a
Reimbursement Justification Form	PA-6
University Membership Justification	PA-2
Vendor Direct Deposit	PA-1
Vendor Authentication/Profile	VA-2
Vendor Authentication - Non-Duty Stipends, Fellowships, Research Participants	VA-2a
PAYROLL	
Form Name	Form
Club Usage Log	PR-04
Direct Deposit Authorization	PR-06
Guest Travel	PR-02
Independent Contractor Checklist	PR-05
Paycheck Pickup Authorization	PR-03
Retroactive Distribution of Funding with Instructions	PR-01
Retroactive Distribution of Funding Form Only	
Taxable Fringe Benefits	PR-07

Step	Action
14.	Click the <b>Open</b> button.
	Open





Step	Action
15.	The Certification of Payment with Public Funds must be completed by the vendor you are purchasing a membership from.
	The Certification is valid for 5 years so you must verify that the vendor already has completed this form and it is on file with Accounts Payable.
	If the vendor is not on the Vendor Certification List ( <u>http://controller.vpfa.fsu.edu/content/download/80442/862210/</u> ), they must complete this form and send directly to Accounts Payable.



Step	Action
16.	Return to the <b>Controller's Website</b> .



orm Name	Form #
llowable Unencumbered Disbursements	
ertification of Payment with Public Funds	PA-3
mployee Advance Request	FA 252
MNI ePRF Approver Authorization Form	PA-9
ayment Request	PA-4
ayment Request - Foreign Vendor	PA-4a
eimbursement Justification Form	PA-6
niversity Membership Justification	PA-2
endor Direct Deposit	PA-1
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orm Name	Form
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etroactive Distribution of Funding with Instructions	PR-01
Retroactive Distribution of Funding Form Only	PR-07
Retroactive Distribution of Funding Form Only axable Fringe Benefits	
Retroactive Distribution of Funding Form Only axable Fringe Benefits PROPERTY ACCOUNTING	

Step	Action
17.	Click the scrollbar to scroll up.





Step	Action	
18.	Click the Payables & Disbursement Services link. Payables & Disbursement Services	



Step	Action
19.	Click the scrollbar to scroll down.



	and the University community as a whole.	Management Guide	
Travel		» People Payments	
Treasury & Cash		Procedures	
Management	Mission Statement The primary mission of Payables and Disburgement Convices is	» ESII Document	
	The primary mission of Payables and Disbursement Services is	Management	
	others are paid timely and accurately, and in accordance with	» Job Aids	
	outers are paid unlety and accuracely, and in accordance with	» P-Card Online Tutorials	
	More	» Purchasing Services P-	
		<ul> <li>» Frequently Asked Questions</li> <li>» ePayables</li> </ul>	
		» Vendor Authentication	
		Additional	
		Guidelines	
		» Allowable	
		Unencumbered	
		Disbursements	
		» Expenditure Guidelines	
		» Non-Service Stipend	
		Procedures	
		» Prompt Payment Policy	
		» Vendor Certification List	
		» Research Participant Payment Procedures	
		» Foreign Vendor	
		Information	
			=
		Location &	
		Contacts	
		» 5607A University Center, Tallabassee, FL, 32306 Man	
		» accountspayable@fsu.edu	
		» 850-644-5021	
		» 850-644-8137 (Fax)	
		» Departmental Directory	
		copartition conductory	
PATHWAYS	Send comments or report broke	n links to the Controller Webmaster	
ontroller.vpfa.fsu.edu/content/download/80	442/862210/MASTER_Ven		

Step	Action
20.	Click the Vendor Certification List link.
	» Vendor Certification List

10	Administration	and the University community as a whole.	Management Guide
Tra	ravel		» People Payments
Te	roacury & Cach		Procedures
Ma	anagement	Mission Statement	» Departmental Queries
		The primary mission of Payables and Disbursement Services is	» FSU Document
		to ensure that vendors, travelers, University departments and	Management
		others are paid timely and accurately, and in accordance with	» Job Aids
		applicable laws, regulations and University requirements.	» P-Card Online Tutorials
		More	» Purchasing Services P- Card Page
			» Frequently Asked Questions » ePavables
			» Vendor Authentication
			Additional
			Autolia
			Guidelines
			» Allowable
			Unencumbered
			» Expenditure Guidelines
			» Non-Service Stipend
			Procedures
			» Prompt Payment Policy
			» Vendor Certification List
			» Research Participant
			Payment Procedures
			Information
			Location &
			Contacts
			contacts
			» 5607A University Center, Tallahassee, FL, 32306 Map
			» accountspayable@fsu.edu
			» 850-644-5021
			» 850-644-8137 (Fax)
			Departmental Directory
Do	you want to open or save MAST	ER_Vendor_Certifications_01_2013.xlsx from controller.vpfa.fsu.edu?	×
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Step	Action
21.	Click the <b>Open</b> button.
	Open

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Step	Action
22.	Verify the vendor is on the Certification List. If they are not listed, they must complete a Certification of Payment with Public Funds ( <u>http://controller.vpfa.fsu.edu/content/download/3528/26174/</u> ) and submit to Accounts Payable.





Step	Action
23.	You should have the following before processing payment for a membership:
	- Completed Payment Request Form
	- Completed Membership Justification Form
	- Verified the vendor on the Vendor Certification List



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Step	Action
24.	Congratulations! You have completed the topic. End of Procedure.