

**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

### 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 (<http://purchasing.fsu.edu/Purchasing-Card-Information>) for more information.

#### Key Information:

Payables Forms (<http://controller.vpfa.fsu.edu/Controller-Forms#PDFForm>)

Vendor Certification List (<http://controller.vpfa.fsu.edu/content/download/80442/862210/>)

*Estimated Length:* 3 Minutes



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



# OMNI Training Guide

Step	Action
2.	Click the <b>Forms</b> link. 

FINANCIAL REPORTING	
Form Name	Form #
Year-End Cash on Hand	FR-01
Year-End Accounts Receivable	FR-02
Year-End Inventory Purchased for Resale	FR-03
Year-End Amounts Due From University Departments	FR-04
Year-End Capital Improvements	FR-05

GENERAL & CONSTRUCTION ACCOUNTING	
Form Name	Form #
Expenditure Transfer Journal Entry (Non-Construction Projects)	ETJE
Interdepartmental Requisition and Journal Entry with Instructions	GA-01
--Interdepartmental Requisition and Journal Entry Form Only	---



Step	Action
3.	Click the <b>Payables &amp; Disbursements</b> link. <a href="#">Payables &amp; Disbursements</a>

PAYABLES & 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
<a href="#">Payment Request</a>	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 #
<a href="#">Instructions for Creation a Digital Signature</a>	

Step	Action
4.	Click the <b>Payment Request</b> link. <a href="#">Payment Request</a>



PAYABLES & DISBURSEMENT SERVICES	
Form Name	Form #
Allowable Unencumbered Disbursements	---
Certification of Payment with Public Funds	PA-3
Employee Advance Request	FA 252
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Form Name	Form #
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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	
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Step	Action
5.	Click the <b>Open</b> button.

Open

PA-4 Pmt Req 08-2012.pdf - Adobe Acrobat Pro

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Tools Comment Share

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields



Office of the University Controller  
Florida State University

Payables and Disbursement Services  
5607 University Center A  
Tallahassee, FL 32306-2391  
Ph: (850) 644-3021 Fax: (850) 644-0137  
[AccountsPayable@admin.fsu.edu](mailto:AccountsPayable@admin.fsu.edu)

**PAYMENT REQUEST FORM**

**\*\*Note: You are encouraged to use a P-Card for this expenditure if allowable under the University P-Card Regulations. To find out if your expenditure is allowable please view the P-Card Manual found [here](#). A T-Card is preferred for registration fees only.**

**\*\*If your intent is to initiate a wire transfer, please use the Foreign Vendor Payment Form found [here](#).**

Department Requesting This Payment											
Department Name:						Contact:					
Phone #:				Email:							
Date Requested:						Date Required:					

**Special Handling Request**

\*If this is the first check the individual is picking up, please make sure he/she brings a Picture ID for identification purposes.

Hold check for Department pickup? To be picked up by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Vendor Information											
Vendor/Payee Name:						Vendor ID:		FSU Employee?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Street/PO Box:						Suite:					
City:				State: Alabama		Zip Code:					

Distribution Information												
Invoice #:				Invoice Date:				P. O. #:				
<small>For Non-Duty Stipends and Research Participants please select the applicable account code: _____ Choose one if applicable...</small>												
Amount	Dept.	Fund	Project	Account Code	Charfield 1*	Charfield 2*	Charfield 3*	Activity ID**	Resource Type*	Resource Category**	Sub Category**	Asset



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

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Tools Comment Share

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Office of the University Controller  
Florida State University

Payables and Disbursement Services  
5607 University Center A  
Tallahassee, FL 32306-2391  
Ph: (850) 644-5021 Fax: (850) 644-6137  
AccountsPayable@admin.fsu.edu

**PAYMENT REQUEST FORM**

**Department Requesting This Payment**

Department Name: [ ] Contact: [ ]  
Phone #: [ ] Email: [ ]  
Date Requested: [ ] Date Required: [ ]

**Special Handling Request**

*\*If this is the first check the individual is picking up, please make sure he/she brings a Picture ID for identification purposes.*

Hold check for Department pickup? To be picked up by: [ ] Phone #: [ ]

**Vendor Information**

Vendor/Payee Name: [ ] Vendor ID: [ ] FSU Employee?:  Yes  No  
Street/PO Box: [ ] Suite: [ ]  
Remit Address: City: [ ] State: Alabama Zip Code: [ ]

**Distribution Information**

Invoice #: [ ] Invoice Date: [ ] P. O. #: [ ]

For Non-Duty Stipends and Research Participants please select the applicable account code: ...Choose one if applicable...

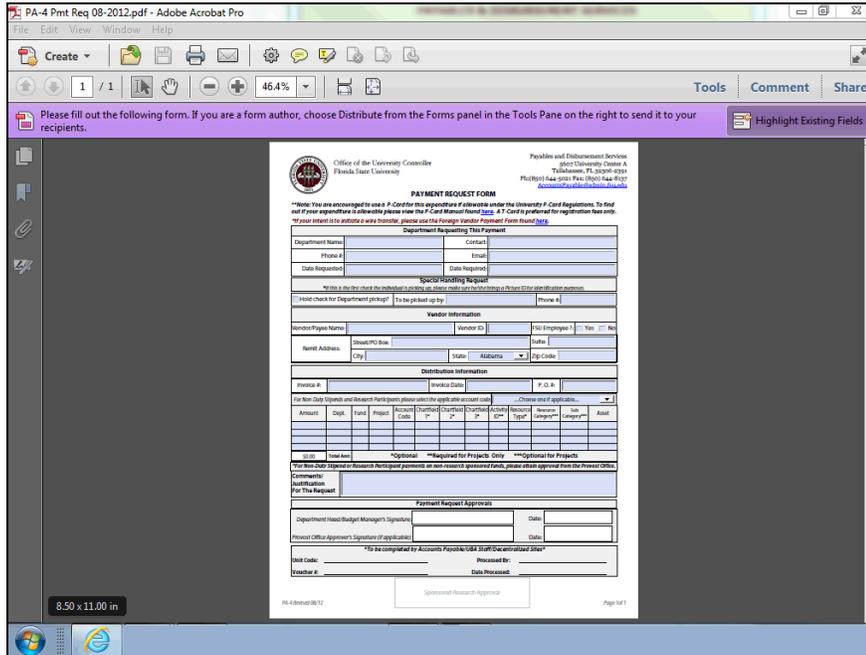
Amount	Dept.	Fund	Project	Account Code	Chartfield 1*	Chartfield 2*	Chartfield 3*	Activity ID**	Resource Type*	Resource Category**	Sub Category**	Asset

Step	Action
7.	<p>Membership Account Codes should be one of the following:</p> <ul style="list-style-type: none"> <li>- Institutional 741923</li> <li>- Individual 741924</li> </ul> <p>See Expense Account Lists (<a href="http://controller.vpfa.fsu.edu/Expense-Account-Lists">http://controller.vpfa.fsu.edu/Expense-Account-Lists</a>) for more details.</p>



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## Training Guide

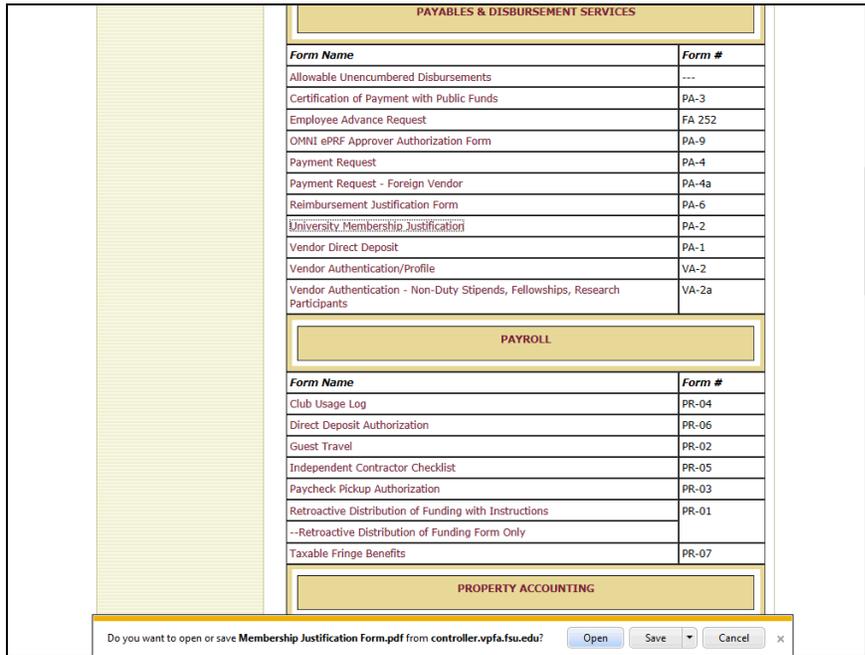


Step	Action
8.	Return to the <b>Controller's Website</b> . 

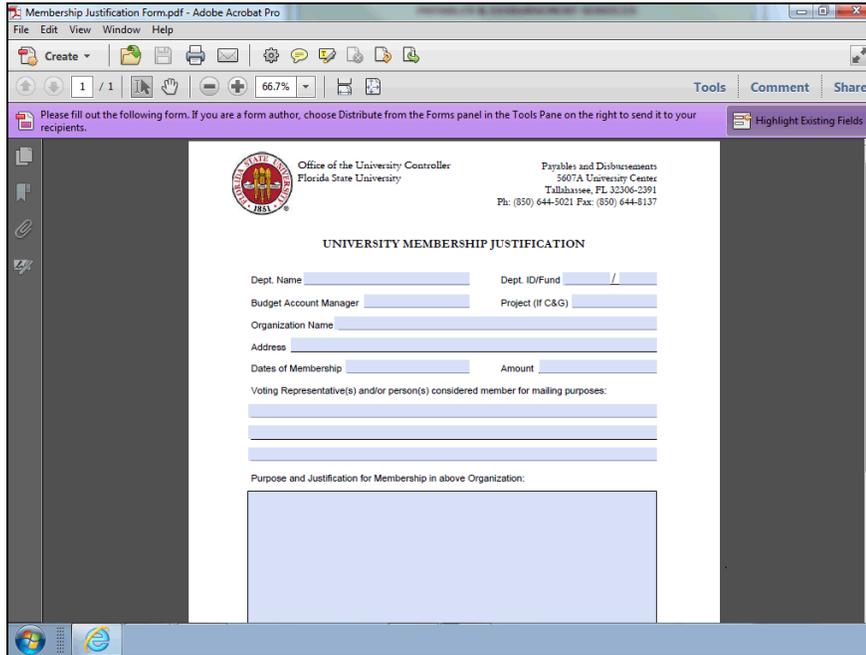
PAYABLES & DISBURSEMENT SERVICES	
Form Name	Form #
Allowable Unencumbered Disbursements	---
Certification of Payment with Public Funds	PA-3
Employee Advance Request	FA 252
OMNI ePRF Approver Authorization Form	PA-9
Payment Request	PA-4
Payment Request - Foreign Vendor	PA-4a
Reimbursement Justification 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 #
Instructions for Creating a Digital Signature	



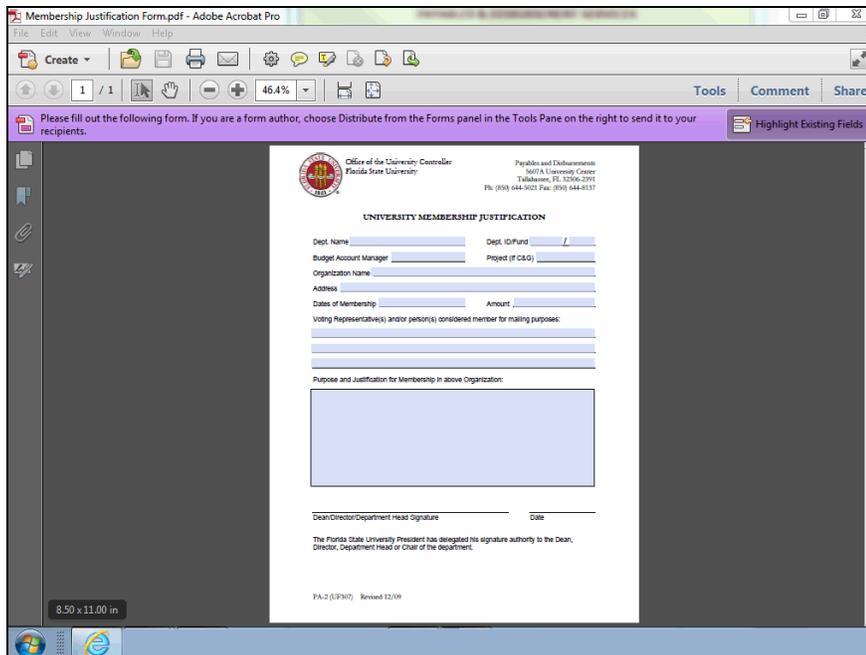
Step	Action
9.	Click the <b>University Membership Justification</b> link. <a href="#">University Membership Justification</a>



Step	Action
10.	Click the <b>Open</b> button. <input type="button" value="Open"/>

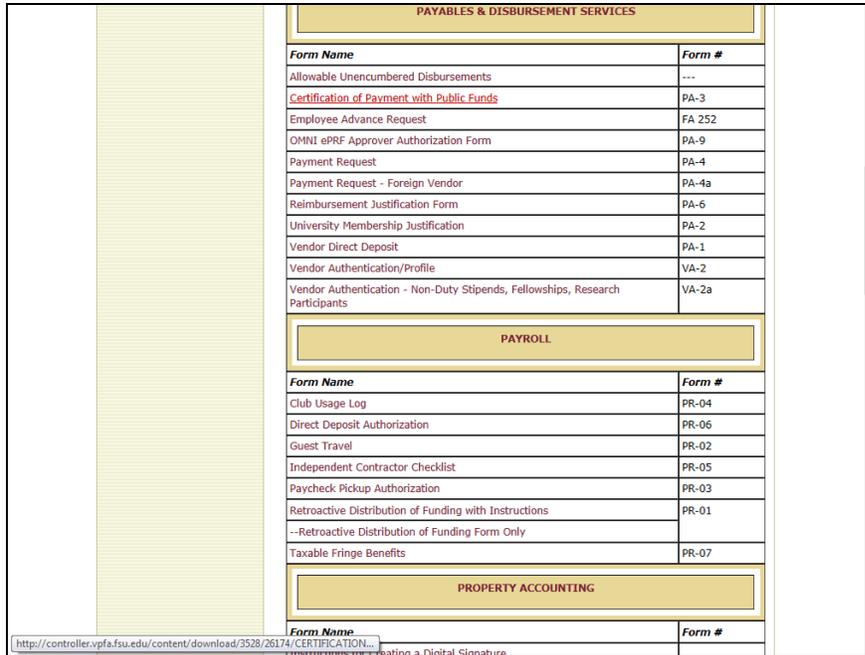


Step	Action
11.	<p>Complete the Membership Justification Form which is required for all membership purchases.</p> <p>This form is attached to the Payment Request Form.</p>





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



Step	Action
13.	Click the <b>Certification of Payment with Public Funds</b> link. <b>Certification of Payment with Public Funds</b>



PAYABLES & 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 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

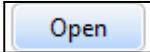
  

PROPERTY ACCOUNTING	
Form Name	Form #

Do you want to open or save CERTIFICATION OF PAYMENT WITH PUBLIC FUNDS 8-21-2012.pdf from controller.wpfa.fsu.edu?

Open Save Cancel

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



CERTIFICATION OF PAYMENT WITH PUBLIC FUNDS 8-21-2012.pdf - Adobe Acrobat Pro

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Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

Office of the University Controller  
Florida State University

Payables and Disbursements  
5607A University Center  
Tallahassee, FL 32306-2391  
Ph: (850) 644-5023 Fax: (850) 644-8137

**CERTIFICATION OF PAYMENT WITH PUBLIC FUNDS**

Membership Organization \_\_\_\_\_ Date \_\_\_\_\_

Address of Membership Organization \_\_\_\_\_

This form is to be completed by the membership organization. It is good for five years from the date on the form. Please fax the completed form to (850) 644-8137.

Section 119.01(3), Florida Statutes, states if public funds are expended by an agency in payment of dues or membership contributions for any person, corporation, foundation, trust, association, group, or other organization, all the financial, business, and membership records of such an entity which pertain to the public agency (The Florida State University) are public records. Section 119.07, Florida Statutes, states that every person who has custody of such a public record shall permit the record to be inspected and copied by any person desiring to do so, under reasonable circumstances.

Additionally, I certify this organization does  does not  provide for institutional memberships.

Please complete the statement below attesting that your records pertaining to the dues or membership application by The Florida State University are available for inspection as stated above.

Sincerely,  
Cade Daniels



# OMNI

## Training Guide

Step	Action
15.	<p>The Certification of Payment with Public Funds must be completed by the vendor you are purchasing a membership from.</p> <p>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.</p> <p>If the vendor is not on the Vendor Certification List (<a href="http://controller.vpfa.fsu.edu/content/download/80442/862210/">http://controller.vpfa.fsu.edu/content/download/80442/862210/</a>), they must complete this form and send directly to Accounts Payable.</p>

**CERTIFICATION OF PAYMENT WITH PUBLIC FUNDS**

Office of the University Controller  
Florida State University

Phyllis and Chalmers  
2617A University Center  
Tallahassee, FL 32306-2391  
Ph: (904) 644-2023 Fax: (904) 644-8137

Membership Organization \_\_\_\_\_ Date \_\_\_\_\_  
Address of Membership Organization \_\_\_\_\_

**This form is to be completed by the membership organization. It is good for the year from the date on the form. Please fax the completed form to (904) 644-8137.**

Section 119.01(3), Florida Statutes, states if public funds are expended by an agency in payment of dues or membership contributions for any person, corporation, foundation, trust, association, group, or other organization, all the financial, business, and membership records of such an entity which pertain to the public agency (The Florida State University) are public records. Section 119.07, Florida Statutes, states that every person who has custody of such a public record shall permit the record to be inspected and copied by any person desiring to do so, under reasonable circumstances.

Additionally, I certify this organization does  does not  provide for historical memberships.

Please complete the statement below attesting that your records pertaining to the dues or membership application by The Florida State University are available for inspection as stated above.

SIGNERY,  
Carla Daniels  
Associate Controller

I attest that the records of \_\_\_\_\_ are open for inspection as provided by the Florida Statutes listed above. The Federal Employer identification for this organization is \_\_\_\_\_

Signature of Membership Organization Rep \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

PA-3 Revised 5/12

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



PAYABLES & 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 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 #
Instructions for Creating a Digital Signature	

Step	Action
17.	Click the scrollbar to scroll up.

FLORIDA STATE UNIVERSITY
Controller's Office Search >>

Controller's Office
Controller Quick Links

- Home
- Finance & Reporting Services
- General & Construction Accounting
- Payables & Disbursement Services
- Payroll Services
- Property Accounting
- Student Financial Services
- Tax Administration
- Travel
- Treasury & Cash Management

FSU / Controller's Office / Controller Forms

### Controller Forms

Financial Reporting | General & Construction Accounting | Payables & Disbursements | Payroll Services | Property Accounting | Student Financial Services | Tax Administration | Travel | Treasury Management

FINANCIAL REPORTING	
Form Name	Form #
Year-End Cash on Hand	FR-01
Year-End Accounts Receivable	FR-02
Year-End Inventory Purchased for Resale	FR-03
Year-End Amounts Due From University Departments	FR-04
Year-End Capital Improvements	FR-05

GENERAL & CONSTRUCTION ACCOUNTING	
Form Name	Form #
Expenditure Transfer Journal Entry (Non-Construction Projects)	ETJE
Interdepartmental Requisition and Journal Entry with Instructions	GA-01
Interdepartmental Requisition and Journal Entry Form Only	---

<http://controller.vpfa.fsu.edu/Payables-Disbursement-Services>



Step	Action
18.	Click the <b>Payables &amp; Disbursement Services</b> link.



Step	Action
19.	Click the scrollbar to scroll down.



<ul style="list-style-type: none"> <li>Tax Administration</li> <li>Travel</li> <li>Treasury &amp; Cash Management</li> </ul>	<p>and the University community as a whole.</p> <p><b>Mission Statement</b> The primary mission of Payables and Disbursement Services is to ensure that vendors, travelers, University departments and others are paid timely and accurately, and in accordance with applicable laws, regulations and University requirements. More...</p>	<p><b>Management Guide</b></p> <ul style="list-style-type: none"> <li>» People Payments Procedures</li> <li>» Departmental Queries</li> <li>» FSU Document Management</li> <li>» Job Aids</li> <li>» P-Card Online Tutorials</li> <li>» Purchasing Services P-Card Page</li> <li>» <b>Frequently Asked Questions</b> <ul style="list-style-type: none"> <li>» ePayables</li> <li>» Vendor Authentication</li> </ul> </li> </ul> <p><b>Additional Guidelines</b></p> <ul style="list-style-type: none"> <li>» Allowable Unencumbered Disbursements</li> <li>» Expenditure Guidelines</li> <li>» Non-Service Stipend Procedures</li> <li>» Prompt Payment Policy</li> <li>» <b>Vendor Certification List</b></li> <li>» Research Participant Payment Procedures</li> <li>» Foreign Vendor Information</li> </ul> <p><b>Location &amp; Contacts</b></p> <ul style="list-style-type: none"> <li>» 5607A University Center, Tallahassee, FL, 32306 Map</li> <li>» accountspayable@fsu.edu</li> <li>» 850-644-5021</li> <li>» 850-644-8137 (Fax)</li> <li>» Departmental Directory</li> </ul>
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Send comments or report broken links to the Controller Webmaster

http://controller.vpfa.fsu.edu/content/download/80442/862210/MASTER\_Ven...

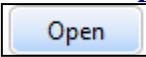
Step	Action
20.	Click the <b>Vendor Certification List</b> link. 

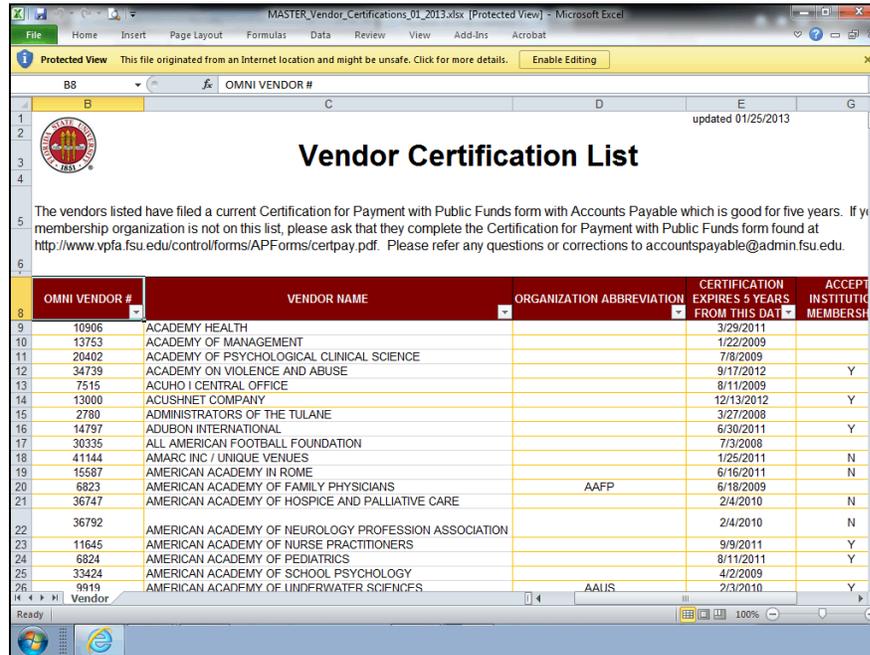
<ul style="list-style-type: none"> <li>Tax Administration</li> <li>Travel</li> <li>Treasury &amp; Cash Management</li> </ul>	<p>and the University community as a whole.</p> <p><b>Mission Statement</b> The primary mission of Payables and Disbursement Services is to ensure that vendors, travelers, University departments and others are paid timely and accurately, and in accordance with applicable laws, regulations and University requirements. More...</p>	<p><b>Management Guide</b></p> <ul style="list-style-type: none"> <li>» People Payments Procedures</li> <li>» Departmental Queries</li> <li>» FSU Document Management</li> <li>» Job Aids</li> <li>» P-Card Online Tutorials</li> <li>» Purchasing Services P-Card Page</li> <li>» <b>Frequently Asked Questions</b> <ul style="list-style-type: none"> <li>» ePayables</li> <li>» Vendor Authentication</li> </ul> </li> </ul> <p><b>Additional Guidelines</b></p> <ul style="list-style-type: none"> <li>» Allowable Unencumbered Disbursements</li> <li>» Expenditure Guidelines</li> <li>» Non-Service Stipend Procedures</li> <li>» Prompt Payment Policy</li> <li>» <b>Vendor Certification List</b></li> <li>» Research Participant Payment Procedures</li> <li>» Foreign Vendor Information</li> </ul> <p><b>Location &amp; Contacts</b></p> <ul style="list-style-type: none"> <li>» 5607A University Center, Tallahassee, FL, 32306 Map</li> <li>» accountspayable@fsu.edu</li> <li>» 850-644-5021</li> <li>» 850-644-8137 (Fax)</li> <li>» Departmental Directory</li> </ul>
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Open Save Cancel



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



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 ( <a href="http://controller.vpfa.fsu.edu/content/download/3528/26174/">http://controller.vpfa.fsu.edu/content/download/3528/26174/</a> ) and submit to Accounts Payable.



