

- ▶ This guide demonstrates how to complete the **Payment Request Form**.
- ▶ The **Payment Request form (PRF)** may be used to pay supplier invoices where a purchase order is not otherwise required (and has not been issued) to accomplish direct pay to a supplier, and where a specialized payment request form is not available. The PRF is used to route an imaged copy of the paper invoice (received by the department) for appropriate approvals. Once all financial approvals have been made, the PRF will be routed to Financial Services; Financial Services will then audit the form for compliance with applicable laws and policies. If approved, payment will then be generated to the supplier.

Accessing the Payment Request Form

1. From **cc.ou.edu** login with your 4x4.
2. From the main navigation menu select **Shop » View Forms** from the **Go To** menu or select **Forms** from the main workspace under the searching bar.
3. Select **Payment Forms** folder from the left side of the screen.
4. Click on the form titled **Payment Request (PFR)**.
5. The form will pop up in a new window.

Filling out the Payment Request Form

1. **Enter Supplier:** Enter the supplier name. As you type, the supplier name should appear. Please ensure that the fulfillment address is correct. If it is not, click **select different fulfillment center** to select an alternative location.
2. **Description:** Enter in a brief description of what was purchased.
3. **Invoice Amount:** Enter in the full amount of the invoice.
4. **Commodity Code:** Select the most appropriate commodity code from the dropdown list.
5. **Supplier Invoice Date:** Enter in the date listed on the supplier's invoice.

6. **Supplier Invoice Number:** Enter in the unique invoice number from the supplier's invoice.
7. **Describe how this expense benefits the University:** Enter in a brief description of how the expense benefits the University or how the goods/services were utilized in a business manner.
8. **Internal Attachments:** Attach the electronic image of the invoice to the form. Select **add attachment** and choose to attach a **File**. Type in a name for the file and select **Choose File**. Locate the electronic image and select it. Once the file name is displayed, click **Save**.
 - ▶ **All sensitive information (social security numbers, credit card numbers, protected information under HIPAA or FERPA, etc.) MUST be removed from attached documentation.**

Available Actions

- ▶ Once the form is complete, you will need to select the appropriate action from the dropdown list of Available Actions.
 - ▶ The Available Actions menu provides options when completing a form.
1. **Add and go to Cart:** This option adds the current form to your shopping cart and returns you to the shopping cart screen.
 2. **Add to Cart and Return:** This option adds the current form to your shopping cart. The form page displays with the previously selected supplier and all other fields are reset to blank.
 3. **Add to Cart:** This option adds the current form to your shopping cart. The form page remains completed. This option eliminates redundant data entry by using the existing form data as a template.
 4. **Add to Draft Cart or Pending Req/PO:** This option adds the form to a draft cart instead of the active shopping cart.

Step-by-Step Guide

Completing the Payment Request Form



5. **Add to Favorites:** This option will allow you to add this form to your Favorites. See **Creating and Using Favorites** for more information.