

DISBURSEMENT REQUEST FORM GUIDELINES & INSTRUCTIONS

General Guidelines:

A Disbursement Request Form is to be used to initiate payment of charges or fees that are of a one-time nature. This does not include payments for goods or services, which require purchase orders. A Disbursement Request Form should only be used when other approved procurement options are not available.

The fiscal authority is responsible for verifying that items purchased are necessary and within budget and for ensuring that the Disbursement Request Form is used only for legitimate OHSU acquisitions in compliance with OHSU's fiscal and procurement policies.

Valid uses of Disbursement Request Forms:

- Patient refunds
- Research study compensation
- Honoraria
- Subscriptions and membership dues
- Permits, applications and other non-invoiced fees
- Legal settlements and legal services
- Royalty income payments
- Petty Cash
- Employee business expense reimbursements *other than travel*
- Conference registration *paid to vendors*

Invalid uses of Disbursement Request Forms:

- Paying actual invoices from vendors
- P-card is available and is an option
- Capital expenditures
- Computers or networked printers purchased personally
- Office supplies
- Alcohol unrelated to hosting outside guests
- Social gatherings without an OHSU business purpose
- Professional Services Contracts
- Paying OHSU employees for services
- Short-term facility rentals
- Paying other departments within OHSU
- Employee business *travel* expense reimbursements
- Travel advances for employees
- Relocation related expenses paid personally
- Conference registration fees *reimbursements*

....see travel form listings

General Instructions:

Here are general instructions for filling out and submitting a request for a disbursement (payment or check) when an actual invoice does not exist and when the charges cannot be paid by OHSU Procurement card.

1. A unique identifier beginning with a capital "D" followed by six alpha/numeric characters must be assigned to each form by the department. Please do not use dashes or other punctuation in identifiers.
2. The Disbursement Request Form is located on the Accounts Payables website in the OHSU Ozone in both pdf and Word formats. Fill out the Disbursement Request Form online or print it and then fill it out. If you choose the Word document, you can save it and make your own customized template.

http://www.ohsu.edu/xd/about/services/financial-services/forms/upload/disbursement_request_form.pdf or

http://www.ohsu.edu/xd/about/services/financial-services/forms/upload/disbursement_request_form.docx

3. Fill in **all** of the required information on the form and obtain proper fiscal authority signature for the account or accounts being charged.
4. You will choose between the FOMOPPL or the POETA (grants and projects) account strings. All components of each accounting string are required.
5. Grants and projects expenditures over \$500.00 require Sponsored Projects Administration signature approval before Accounts Payable can process the requests. Please obtain the appropriate signatures prior to routing requests to Accounts Payable for processing.
6. Please recheck the forms before submitting the original requests with all back up documentation to **Accounts Payable** at mail code **AD220**.
7. Accounts Payable processes and pays properly completed Disbursement Request in about a week. Incomplete or improperly completed forms will be returned unprocessed.

Field Instructions:

The information in all fields of the Disbursement Request Form is necessary for processing a request for payment. Here are explanations for the fields on the form. See the last page of this document for a Disbursement Request Form with the fields corresponding to these explanations indicated.

1. Disbursement Request Number

This is a unique number assigned by the preparer. Each disbursement should have a unique number assigned by the preparer. You should keep a log of your disbursement requests with the date, the number assigned, and the payee. If you have a real invoice from a vendor with an invoice number, do not prepare a Disbursement Request Form. Submit the invoice to Accounts Payable for payment.

2. Name

Exactly whom are we paying? The first line in this field must be the registered full name of the actual payee, not the person or department that is collecting the money. The name must correspond with the tax identification number or social security number of the payee. This is the name of the vendor in our Oracle Accounts Payable system. For example, we will pay "American Society of Plastic Surgeons," not "Classified Ad Department," or "John Smith, Treasurer," or "ASPS Meeting." We can easily put an attention line in an address to help ensure that a check gets to the correct person or department. Type out the full name of the payee; do not use an acronym. There are hundreds of societies, academies, etc, Accounts Payables needs to know exactly which vendor to pay without searching the supporting documentation for the full name and without making phone calls to the preparer or to the payee. Your providing the exact full name of each payee will save us all time and reduce the risk of paying the wrong vendor. We cannot make a check payable to two payees, like husband and wife or a claimant in a lawsuit and their attorney. Generally, in paying legal settlements, use the name (and the TIN) of the law firm representing the claimant. For individuals, use full legal names, not their nicknames.

3. Address

We always need the current mailing address of the payee, even when we are sending the check to the Baird Hall Cashiers Office, so that we can update our vendor information. We also need the address for IRS tax reporting reasons. Even for employees, the mailing address is required information. We do not generally send employee reimbursement checks to offices on campus, so we need the payee's current home mailing address, not their OHSU mail code. Our database is not connected with the Human Resources database, so we depend on preparers to provide current mailing addresses for employees being reimbursed. People move periodically, and we want to send payments to their correct addresses.

4. **SSN or Tax ID number (Required)**

This information is absolutely necessary when we are paying an individual to ensure that we pay the correct person because many people share the same or similar names. For employees also, we must have their Social Security numbers. Do not use the employee's OHSU employee number. The tax identification number must match the registered name of the payee. For vendors we have paid before, we probably already have the correct TIN in our Accounts Payable system. For new vendors, we must obtain the tax identification number before we can pay them. The preparer should take responsibility for getting the TIN and putting this information on the Disbursement Request Form. Particularly for new vendors, preparers should also provide us with contact names and phone numbers for the new vendor. We want to set the new vendors up correctly and completely in our Oracle vendor master file. We need to find out what type of tax reporting entity the organization is, learn or verify the tax identification number, and get the mailing address of their business office.
5. **Today's Date**

This is valuable information. For tracking purposes, we date stamp each Disbursement Request Form when it arrives in Accounts Payable.
6. **Vendor Number**

This is the number of the vendor in our Oracle vendor master file. If you know this number, please fill in this field for us. This will save time and ensure the correct vendor is paid. If this information is not filled in, Accounts Payable will look it up and fill it in.
7. **Date Required**

A check will print on the next regular check run after the Disbursement Request is entered into Oracle, regardless of the date you put in this field. We will not hold payment until right before the date you say it is required. There are three check runs a week, on Monday, Wednesday, and Friday mornings. Most checks are mailed directly to payees from Crown Plaza, where they print. Use the date-required field to alert us of a tight deadline. Write "**RUSH**" on your request and highlight it. Please send your requests via campus mail. Do not fax your Disbursement Request Forms to us unless you are off campus or you have an urgent request. **Plan ahead** and allow a week for your properly prepared Disbursement Request Form to be processed. Forms that are missing information, approvals, or lacking supporting documentation will be returned to the preparers, which wastes valuable time for everyone.
8. **Net Check Amount**

This is the amount of the check. If there are several distribution lines, it is the total of all lines.
9. **Check Delivery**

Your choices are "Mail to Payee" or "Send to Baird Hall Cashiers" (or "Patient Accounts.") We do not normally send checks directly to offices or departments on campus. Reimbursements to employees should be sent directly to their home

addresses, rather than to the Cashiers Office. We often send attachments like conference registration forms or memberships renewal forms along with checks to payees.

10. **Purpose of Payment**

This information is very important. If we are paying membership dues or a conference registration, tell us whom it is for. It should not be necessary for a reviewer or auditor to dig through the supporting documentation to learn the purpose of the payment. We will use this information to put a description on the check so that the payee will see what we are paying them for. Example: "Membership Dues – John Brown." In this field, tell us if there is specific information that we should put on the check, for example a member number. The description that we enter will show in Oracle forever. You can also alert us in this field that we need to send your attachments with the check.

11. **Account Coding**

We need the full account string, the FOMOPPL or the POETA, in order to enter your disbursement request. Aliases will not work. You can put several distribution lines on a request to allocate charges to different accounts.

12. **Debit Amount**

This is the amount to be charged to each accounting string. Please summarize individual charges that all go to the same accounting string, rather than putting a separate line for each individual charge.

13. **Fiscal Authority Printed Name and Signature**

The printed name is required because many people's signatures are not legible. Accounts Payable checks fiscal authority before processing Disbursement Request Forms. Do not use a signature stamp. A fiscal authority cannot authorize payment to himself/herself. A subordinate should not sign as fiscal authority to pay his or her supervisor.

14. **Phone & Department**

This is required in case we need to contact the fiscal authority, although we will try to contact the preparer first.

15. **Prepared by Printed Name and Signature**

Please print your full name in this field, not just your initials, in case we need to contact you by phone or email for clarification.

16. **Phone & Mail Code**

Your phone number and your Mail Code are very important pieces of information.

17. **CFS Approval**

This is for Accounts Payable approval use when we review the Disbursement Request Form before it is processed for payment.

18. **CFS Approval Date**

This is the Accounts Payable approval date. After your request has been reviewed and approved, it goes to an Accounts Payable technician for entry into Oracle.

19. **SPA Approval Printed Name and Signature**

To repeat, Disbursement Requests for \$500 or more charged to grant accounts must be pre-approved by Sponsored Project Administration before processing by Accounts Payable. Please route your requests to the responsible person in SPA before sending them to Accounts Payable.

20. **SPA Approval Date**

This is the SPA pre-approval date.

21. **Supporting Documentation**

Last, but not least, we need legible supporting documentation for each Disbursement Request Form. If we are reimbursing an employee or other individual, we need original, detailed receipts documenting their out-of-pocket expenses. In order to maximize security, please block out any personal credit card numbers showing on back up documentation. Even when the check will go to the Baird Hall Cashiers Office and will then be mailed out by the preparer, we need some supporting documentation showing price information in order to process a Disbursement Request. We may not need a copy of everything that will be sent out with the check.

If you have any specific questions on preparing Disbursement Request Forms, please call Accounts Payable at **503-494-7843**.

DISBURSEMENT REQUEST

**OHSU
ACCOUNTS PAYABLE, AD220**

D # 1

Name and Address <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px 0;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px 0;">3</div>	Today's Date 5
	Vendors Number: 6
	Date Required: 7
**SSN or Tax ID number (Required) 4	Net Check Amount 8

9 CHECK DELIVERY: Mail to Payee(s) Send to BH Cashiers PAO

10	Purpose of Payments:
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	* Fund (4)	*Org (5)	*Mission (2)	*Object (4)	Program (3)	Provider (4)	Location (3)	Debit Amount 12
11								

PROJECTS/GRANTS

Project	Task	Award	Organization	Expenditure Type	Debit Amount

Fiscal Authority Printed Name and Signature 13	Phone & Department: 14
Prepared by Printed Name and Signature 15	Phone & Mail Code: 16
CFS Approval: 17	CFS Approval Date: 18
SPA Approval Printed Name and Signature 19	SPA Approval Date: 20

* Required use fund, org, mission, object
 .* Required SSN/TIN