

Process:	Payment Request/Financial Voucher Request (FVR)		
Contact:	Humanities and Social Sciences	Last Revision	5/3/2025
	Financial Services	Date:	

### Introduction:

The Payment Request electronic process is used to issue payments for transactions under \$5,000, including supply purchases over \$2,500. **Supply purchases less than \$2,500 are not allowable through the voucher process** as using MarketPlace or a university-issued procurement credit card (PCard) are less costly and more efficient. Generally, we shop the MarketPlace first. For purchases allowable as PCard transactions, use of a PCard is our preferred method of issuing payment.

### General Process:

The Payment Request Smartsheet form and the FVR form is routed through the unit's business liaison, who then coordinates generation of a financial system voucher. The Office of Financial Services reviews and approves vouchers prior to routing the request for payment generation. The university Controller's Office generates payment based on the voucher information. Payments should be received within 30 days of receipt of the request.

### A. Completing a Payment/Reimbursement Request Form:

1. If payment is to a Foreign National, contact the [International Compensation & Taxation Office](#)
2. Access the form from the Financial Services website and note the header information provided.
3. Select the type of request being submitted. Questions will appear based on the selected request type
4. Provide the requested information (use section C below for specific instructions).
5. Attach/upload the required supporting documents
6. Click the submit box. The request will route to the business liaison and administrative leader based on the department selected for the request. Approval decisions will be communicated using the email provided with the request.

### B. Completing a Financial Voucher Request form (FVR):

1. If payment is to a Foreign National, contact the [International Compensation & Taxation Office](#)
2. Access the form on the [Office of Financial Services](#) website.
3. Select the status of the Payee (person or entity being paid)
4. Provide the payee's name and address. (The provided name and address must match EXACTLY with the supplier data in the financial system and the payment request approval email and/or invoice.)
5. Indicate if the payment address is international.
6. Indicate the invoice number. (All dates are in MMDDYYYY format)
  - a. If payment is being issued **for an invoice**, the vendor invoice number should be referenced.

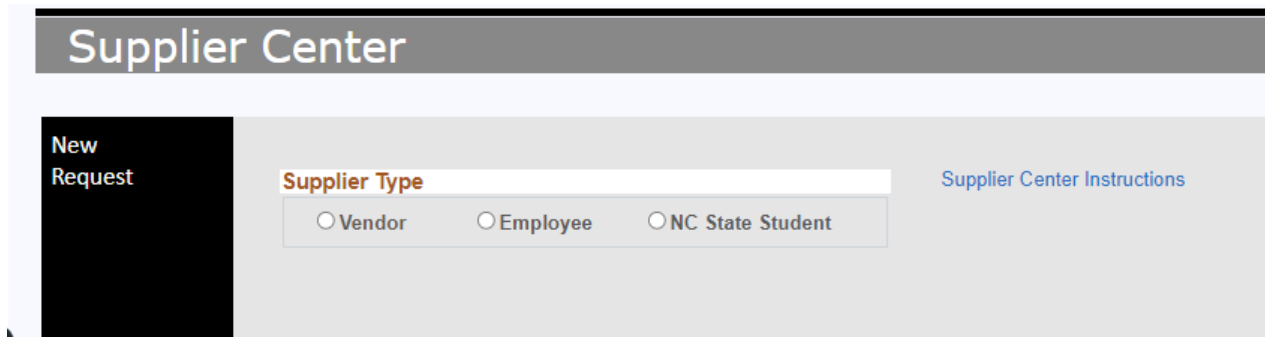
- b. If a **reimbursement** is being requested, the invoice number should be “[Date of Expense]REIMB-[Employee’s Last Name]”.
  - c. If processing a request for reimbursement of **prepaid travel expenses**, the invoice number should be “[Date of Expense]TRAV-[Employee’s Last Name]”.
  - d. If a **honoraria payment** is being requested, the invoice number should be “[Start Date of Event]HONOR-[Guest’s Last Name]”.
  - e. If **USCIS fees** are being paid, the invoice number should be “H-1B PROCESSINGFEE-[Employee’s Last Name]”.
7. Enter the total amount of payment being requested.
8. Payment Handling: Unless specifically stated by the vendor, university payment terms are assumed to be net 30. Normal processing will be assumed unless you indicate the check will be picked up at the University Accounts Payable Office. Requesting to pick-up a check should be reserved for non US delivery addresses and/or for checks to be presented at an event. Provide a contact name and email address if you desire to pick-up the check.
9. Enter the invoice date: date provided on the vendor invoice or the date the payment request was received.
10. Enter the date goods were received or the first day services were received.
11. Enter a Detailed Business Purpose. A detailed business purpose includes what, when, where, and why (and for whom if necessary) an expense was incurred.
  - a. For **service agreements**, please notate the service date range and contract control number, as this information will be included in the comments section of the voucher when input.
  - b. For **subscriptions, and memberships**, please notate the service date range, as this information will be included in the comments section of the voucher when input.
  - c. For **travel related expenses**, please notate the travel authorization number as this information will be needed during voucher entry.
12. Enter valid SpeedType Key (Project #). This is the project (or project with phase) being used to pay the expense.
13. Obtain Dept. Head/Designee signature and legibly print the name and title of the signee; obtain Dean’s signature for Dean’s direct report reimbursements/payments; and obtain Provost’s signature for reimbursements/payments for the Dean.
14. Attach invoices, receipts, and other supporting documentation to FVR. All documents must be legible. *General Documentation Requirements for all FVR requests are:*
  - Must use the current FVR form on [Office of Financial Services website](#)
  - Use one-sided copies only
  - Spell out all Abbreviations/Acronyms
  - Vendor name must be included on receipt and/or proof of payment
  - Itemized invoices and receipts are required. Proof of payment is required for reimbursement requests. Examples include canceled checks, front and back; redacted bank/credit card statement; or transaction listings/report.

Please see the sections below for specific documentation requirements.
15. Access the Payment Request/Reimbursement Form on the Financial Services website and **select FVR Submission as the Request Type**. Payment and reimbursement requests should be processed within 30 days of incurring the expense.

## **Voucher Entry Process:**

### **A. Identify and verify supplier data and/or add new supplier:**

1. **Access the Supplier Center and Search for your desired supplier:**  
 (MyPack Portal>Financial Systems>Financial Quick Nav>Supplier Center)
  - a. Select the appropriate Supplier Type



- b. Enter the supplier's name, and click the Search box. Possible supplier matches will appear on the screen.

For employees and NC State students, their associated employee ID and department is displayed with their supplier ID. The supplier ID is different from the employee ID. Locate the desired supplier and record the associated supplier ID on the Financial Voucher Request. *Please note: Employees and Students must change their own addresses using Employee or Student Self Services under Personal Information. Changes update overnight*

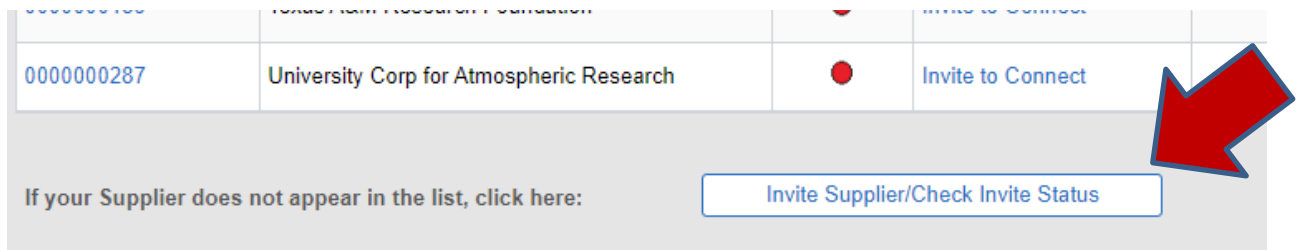
For vendors listed, a red or green connection status is displayed indicating whether a supplier has been established to receive payments from the university. If the desired supplier is listed and the status indicator is green, record the associated supplier ID on the Financial Voucher Request. If the desired supplier is listed, but the status indicator is red, click the "Invite to Connect" text.



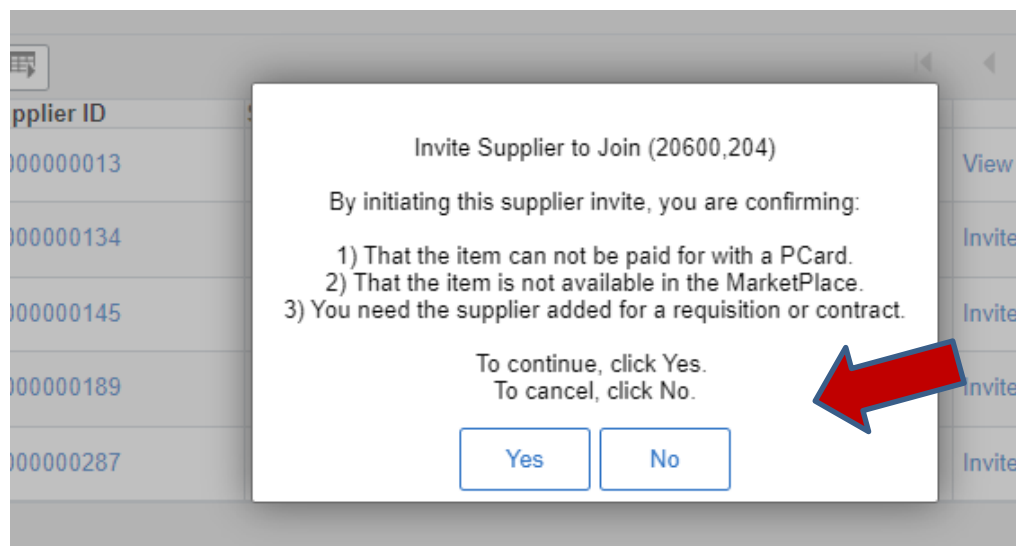
Supplier ID	Supplier Name	Status	
0000000013	Horticultural Research Institute	<span style="color: green;">●</span>	<a href="#">View Addresses</a>
0000000134	Sears Roebuck & Co	<span style="color: red;">●</span>	<a href="#">Invite to Connect</a>
0000000145	Raleigh Rubber Stamp & Seal Co	<span style="color: red;">●</span>	<a href="#">Invite to Connect</a>
0000000189	Texas A&M Research Foundation	<span style="color: red;">●</span>	<a href="#">Invite to Connect</a>
0000000287	University Corp for Atmospheric Research	<span style="color: red;">●</span>	<a href="#">Invite to Connect</a>

## 2. Adding Vendor to Vendor System:

- a. If the desired supplier is not listed in the search results, click the "Invite Supplier/Check Invite Status" box beneath the search results.



- b. To invite your desired supplier to establish themselves to receive ACH payments from the university, you will need to confirm (1) payment could not be rendered via PCard, (2) the item or service is not available through MarketPlace, and/or (3) the supplier is being established to facilitate a requisition or contract. To confirm these statements as true, click the “Yes” button.



- c. The system will route you to our third-party vendor, PaymentWorks. Click the “Send Invitation” button on the left side of the screen and provide the “Invite New Vendor” information.

- d. An invitation will be emailed to the Supplier with a request for personal payment information. Please follow-up with the Supplier to provide assurance the PaymentWorks email is a legitimate request on the behalf of the University.
- e. Once all information is received and approved by PaymentWorks, a supplier ID will be generated and emailed to you. Record this supplier ID on the Financial Voucher Request.

B. Step-by-Step [Entry Instructions](#): Follow the guidance provided, beginning on page 2.

***Specific Documentation Required for Purchases that Include Alcohol:***

- **Appropriate prior-approved** alcohol purchase authorization form
- Alcohol charges must be identified on the receipt/invoice
- Event announcement, visitor agenda (something to substantiate the event)
- List of attendees

***Specific Documentation Required for Personal Reimbursements:***

- Multiple purchases that are not travel-related can be combined on the same FVR.
- Food and non-food items should be identified on the receipt/invoice.

- If an alcohol purchase is included, refer to [Specific Documentation Required for Purchases that Include Alcohol](#)
- If reimbursement is travel-related, refer to [Specific Documentation Required for Prepaid Travel Reimbursements](#)

***Specific Documentation Required for Prepaid Travel Reimbursements:***

- A fully-approved travel authorization is required, and must be notated on all requests, for all travel expense prepayments.
- A traveler may pay for allowable travel expenses prior to the travel dates (prepaid expenses). There is no time constraint on requesting reimbursement of prepaid expenses via a voucher request, except when travel begins prior to June 30<sup>th</sup> and ends after June 30<sup>th</sup>, thereby crossing from one fiscal-year into another. If the **domestic** travel is crossing fiscal years, the travel must be completed by July 31<sup>st</sup> for the request for reimbursement of prepaid expenses to be allowable. If the **international** travel is crossing fiscal years, the travel must be completed by Aug 31<sup>st</sup> for the request for reimbursement of prepaid expenses to be allowable. Reimbursement of prepaid expenses may always be included on Travel Reimbursement Request submitted after travel has been completed.
- Due to the time needed to process a voucher request in the financial system, reimbursement requests for prepaid expenses cannot be processed within three weeks of the travel begin date; these expenses should be included on the Travel Reimbursement request upon completion of the travel.
- Include documentation of the travel business purpose, e.g., conference webpage (date, time, location, and registration rates), meeting agenda, research goal(s), and/or e-mail from event organizers (something to substantiate the event).
- Translate any foreign invoices/receipts and provide currency conversion sheets OANDA is the [www.oanda.com/currency/converter](http://www.oanda.com/currency/converter) preferred website for conversions.
- **Do not** include non-travel related expenses with a pre-paid travel reimbursement voucher request.

***Specific Documentation Required for Invoice Payments:***

- If payment is to an individual providing service, a contract and independent contractor checklist is required. Both should be uploaded to the [contract portal](#) for **approval prior to the start of each job**; then a copy of both should be submitted with the FVR.

***Specific Documentation Required for Honoraria:***

- **Employees and Students are not eligible to receive Honoraria payments**
- **International Suppliers must first be cleared through the [International Compensation & Taxation Office](#) before agreeing to payment.**
- Copy of email, letter of invitation, event announcement/flyer
- If desiring to present the honorarium at a ceremony, allow three (3) weeks for processing and check pickup.
- Please indicate if the department or recipient will pay any required tax withholdings in the purpose section of the FVR. For honoraria payments exceeding \$1,500, or if the recipient's total from NCSU during a calendar year exceeds this amount, a NC state tax of 4% will be withheld as well. Honoraria payments to foreign nationals may be subject to federal tax withholding; please contact the [International Compensation & Taxation Office](#).

- **Please Note: If travel expenses are to be reimbursed to the honoree, the expenses must be included with the honoraria payment. A separate travel reimbursement is not allowed.** [controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums](http://controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums)

***Specific Documentation Required for Awards:***

- For **student awards only**, contact Academic and Faculty Affairs Director of Student Recruitment, Retention and Engagement (Dara Leeder). Awards are never processed on state funds; in most cases, enhancement or endowment funds are used. If you are using grant funding, work directly with the College Research Office. Remember, awards for students can only be paid via [Office of Scholarship and Financial Aid](#) to currently enrolled NCSU students. Requests must be submitted in time to be processed while the student is enrolled. It is strongly recommended that requests be submitted at least 30 days prior to the end of an enrolled semester. This is true for all students, but particularly important for graduating students.
  - Documentation of the award process and/or selection notification is required.
  - Full name of recipient, email address, physical address, and association to NCSU are required.
  - If the recipient is an employee, the award amount may be taxable. Employee awards will require a pre-approved Non-Salary Compensation Form, located on the Office of Financial Services [website](#)
- Important: Any award payment could be subject to taxation.**

***Specific Documentation Required for Gifts:***

- Purpose for gift-giving
- If presenting the gift at a ceremony, allow three (3) weeks for processing & check pickup
- If the recipient is an employee, include employee name; gift value may be taxable.
- Employee gifts may require prior Board of Trustee approval. Please see additional reference for [Prizes and Awards](#).

***Specific Documentation Required for Computer Hardware & Software:***

All Computer hardware and software purchases must be approved by CHASS Information Technology (IT) an email with their approval uploaded or attached

**Important: Any gift payment could be subject to taxation.**

**Additional References:**

Vendor Payments: [http://controller.ofa.ncsu.edu/vendor\\_payments/](http://controller.ofa.ncsu.edu/vendor_payments/)

Alcohol Purchase: <http://busoffice.chass.ncsu.edu/principles.php>

Honoraria for Foreign Nationals: <https://controller.ofa.ncsu.edu/tax-compliance/foreign-national-tax-compliance/foreign-national-honoraria/>

Honoraria: <https://controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums/>

Prizes and Awards <https://controller.ofa.ncsu.edu/files/2014/05/Prizes-and-Awards-Taxation-of-Gifts-Prizes-and-Awards-FINAL-5.19.2015.pdf>