

Types of Payment Requests

There are three (3) types of Payment Requests:

Advanced Requests

For advanced payment requests:


1. Enter the Expected Disbursement amount needed to pay invoices, etc.
2. Enter zero (0) for no cash on hand
3. In the Payment Request Amount Field, enter the same amount you entered in the expected disbursement amount.

PAYMENT DETAILS

Payee Account Number:

UEI:

Payment Type:

*Payment Due Date: 
(yyyy-mm-dd)

*Expected Disbursement Amount (\$):

*Cash on Hand (\$):

*Payment Request Amount (\$):

Combination Requests

For combination payment requests:

1. Enter the Expected Disbursement amount needed to pay invoices, etc.
2. Enter the negative amount of cash on hand. This is the amount that you have already paid out.
3. In the Payment Request Amount Field, enter the same amount you are expected to receive in your bank account.

PAYMENT DETAILS

Payee Account Number:

UEI:

Payment Type:

*Payment Due Date:
(yyyy-mm-dd)



*Expected Disbursement Amount (\$):

*Cash on Hand (\$):

*Payment Request Amount (\$):

Reimbursable Requests

For advanced payment requests:

1. Enter the Expected Disbursement amount as zero (0).
2. Enter the negative amount of cash on hand. This is the amount that you have already paid out.
3. In the Payment Request Amount Field, enter the same amount you are expected to receive in your bank account.

PAYMENT DETAILS

Payee Account Number:

UEI:

Payment Type:

*Payment Due Date:

(yyyy-mm-dd)



*Expected Disbursement Amount (\$):

*Cash on Hand (\$):

*Payment Request Amount (\$):