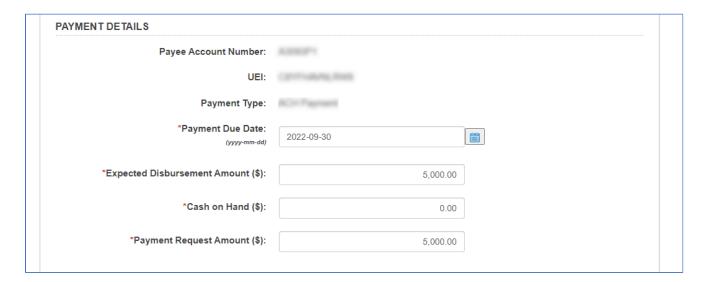
Types of Payment Requests

There are three (3) types of Payment Requests:

Advanced Requests

For advanced payment requests:

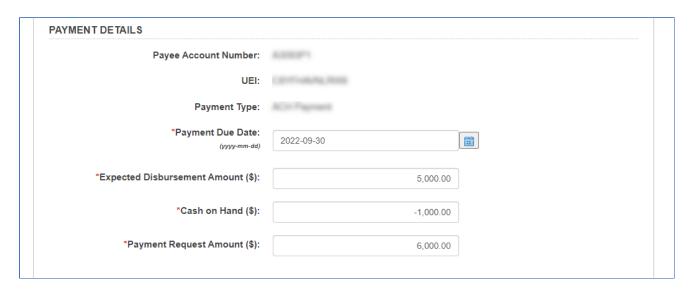
- 1. Enter the Expected Disbursement amount needed to pay invoices, etc.
- 2. Enter zero (0) for no cash on hand
- 3. In the Payment Request Amount Field, enter the same amount you entered in the expected disbursement amount.



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.



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.

