<u>Quick Reference Guide for payments:</u>

AP department email: AP@palomar.edu

<u>For all payment:</u>

1. W-9, or W-8EN for foreign entities, for all new vendors
2. Invoice for payment
3. If reimbursement, then confirmation that payment was rendered (i.e. credit card receipt or bank statement)

<u>Payment Methods:</u>

1. Purchase requisition, contact the purchasing department to assist if necessary.
    a. After Purchase order is completed and dispatched by the purchasing department, ensure that you email the invoice, and PO authorization to AP for rendering payment.
2. Payment voucher – Utilizing the "Payment Request" feature in PeopleSoft.
    a. This routes through the approval chain after submission.
3. Payment voucher – Utilizing e-signed enabled pay voucher form
    a. This is used primarily for those who do not have PeopleSoft access that still incurred expenses.
    b. Requester routes this form electronically to get approvals
    c. After approvals are complete, email this form and applicable support to AP department inbox. Listed above.