

# How to Submit a Payment Request

## 2023-2024

Please note – All Reimbursements MUST be submitted within 30 days of purchase this year

Your Accounting Book shows the BALANCE of each budget you have available.

Accounting Book Show Archived

Budgets	Allocations/Revenues	Expenses	Balance
SAFC - FY24 Annual Allocation	\$1,000.00	\$0.00	\$1,000.00
SAFC - FY24 Public Events Fund	\$0.00	\$0.00	\$0.00
Gift Account - FY24	\$0.00	\$0.00	\$0.00
Outside Funding - FY24	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>

Transactions (1) ➔ + Payment/Budget Request

To use any of these funds, simply click on Payment/Budget Request

Annual allocations were automatically added August 21<sup>st</sup> for the full year  
for the four Primary Funding Boards

(Club Sports Council, Interfaith Council at Cornell, GPSAFC or SAFC)

and some Supplementary Funding Boards

(ALANA, all ALANA Umbrella Organizations and HAVEN)

**Any Gift (Independent Orgs only) or Outside Funding will also show.**

If you would like to apply for additional funding from your Primary Funding Board's supplemental funding source or another Supplemental Funding Source, visit the Big Red Guidebook

Once you hit the Payment/Budget Request button,  
select the Budget that you want to use for this request:

The screenshot shows the 'Payment/Budget Request' form with the 'Budget' dropdown menu open. The dropdown menu lists the following options: '- Select -', '- Select -', 'Gift Account - FY24', 'Outside Funding - FY24', 'SAFC - FY24 Annual Allocation', and 'SAFC - FY24 Public Events Fund'. The 'SAFC - FY24 Annual Allocation' option is highlighted. Below the dropdown menu, there is a table with the following data:

Budgets			
SAFC - FY24 Annual Allocation		\$1,000.00	
SAFC - FY24 Public Events Fund		\$0.00	
Gift Account - FY24		\$0.00	
Outside Funding - FY24		\$0.00	

Fill out the rest of the form as applicable:

The screenshot shows the 'Payment/Budget Request' form with the following fields filled out:

- Budget:** SAFC - FY24 Annual Allocation
- DETAILS**
- Transaction Type:** Payment Request
- Description:** Supplies for organization program  
Ex: food, marketing materials, travel expenses, etc
- AMOUNT**
- Revenue/Expense:** Expense
- From Allocated:** \$ 500  
Numbers only

At the bottom right of the form, there are two buttons: 'Close' and 'Next'. A blue arrow points to the 'Next' button.

Hit Next...

# Make sure to choose the same Funding Source and Organization that you started with:

Payment Request (FY24)



to the new CampusGroups Payment Request for the 2023-2024 academic year.

What is the Funding Source that you are using for this request? \*

SAFC - Primary Funding

What is your Organization? \*

Accounting Association at Cornell

If you type in the organization name exactly, it will come up.

If you are only using one budget to pay for a single purchase/reimbursement/etc, select “NO – This is the only funding source to be used for the full request” and then go on to the next section and choose the appropriate option and hit Next (more details on all the options on the last page)

What is the Funding Source that you are using for this request? \*

SAFC - Primary Funding

What is your Organization? \*

Accounting Association at Cornell

If you type in the organization name exactly, it will come up.

Are you using more than one budget to pay for a single purchase/payment or reimbursement?

- No – This is the only funding source to be used for the full request
- Yes – I need to use more than one funding source for the full request



Please read all of the below options and choose the correct one

How can we help you? \*

- I would like to request a reimbursement to be paid to a student, staff, organization or outside guest (receipts required, detailed when applicable)
- I would like to have food, merchandise or a registration fee paid for, or pay another vendor (not a service provider - see below for paying for services)
- I need to pay for a service to be performed on campus by an outside vendor, student or staff member (submit 3 weeks beforehand)
- I need to pay a speaker or a sports official
- I need to pay a Cornell interdepartmental charge (Room rental fees on campus, Facilities services, COE, Statler, Cornell Catering, etc)
- I would like to transfer student org funds to a Cornell department for something charged to their account
- I would like to have travel paid for in advance for a student org or invited guest
- Admin Update to Accounting Book (staff use only)

Please make a selection and hit Next

Save As Draft

Next »

**If you are using more than one budget to pay for a single purchase/reimbursement/etc,  
select “Yes – I need to use more than one funding source for the full request”**

**Are you using more than one budget to pay for a single purchase/payment or reimbursement?**

- No – This is the only funding source to be used for the full request  
 Yes – I need to use more than one funding source for the full request



It is not common, but if you are using more than one budget (in your Accounting Book) to pay for a single purchase, payment or reimbursement, you will need submit a separate Payment Request from each budget. If that is what you want to do, please continue.

On the first one you will include all of the information needed to make the payment, but on the rest you will be able to skip those sections.

Please make a note of each Payment Request # as you submit them to add to the additional requests submitted.

**Is this the FIRST Payment Request that you are submitting to make THIS payment? \***

- Yes  
 No - I have already submitted the initial Payment Request to make the payment and included all needed information

**If it's the first Payment Request, choose Yes and then complete the entire request for the amount from that budget (more details on these options on next page)**

**How can we help you? \***

- I would like to request a reimbursement to be paid to a student, staff, organization or outside guest (receipts required, detailed when applicable)  
 I would like to have food, merchandise or a registration fee paid for; or pay another vendor (not a service provider - see below for paying for services)  
 I need to pay for a service to be performed on campus by an outside vendor, student or staff member (submit 3 weeks beforehand)  
 I need to pay a speaker or a sports official  
 I need to pay a Cornell interdepartmental charge (Room rental fees on campus, Facilities services, COE, Statler, Cornell Catering, etc)  
 I would like to transfer student org funds to a Cornell department for something charged to their account  
 I would like to have travel paid for in advance for a student org or invited guest  
 Admin Update to Accounting Book (staff use only)

Please make a selection and hit Next

**Make sure to note the Payment Request #'s when submitted**  
(they are shown in the Transaction list at the bottom of the Accounting Book)

Then create a new Payment Request and for all subsequent requests select “No – I have already submitted the initial Payment Request to make the payment and included all needed information”

**Is this the FIRST Payment Request that you are submitting to make THIS payment? \***

- Yes  
 No - I have already submitted the initial Payment Request to make the payment and included all needed information

**Please list all other Payment Request #'s that have been submitted for this payment: \***

Save As Draft

Next >>

Enter the Payment Request #(s) in the box, hit Next and you'll be able to then submit each one without adding all of the same information again.

## Options to utilize your budget allocations:

### How can we help you? \*

- I would like to request a reimbursement to be paid to a student, staff, organization or outside guest (receipts required, detailed when applicable)
- I would like to have food, merchandise or a registration fee paid for; or pay another vendor (not a service provider - see below for paying for services)
- I need to pay for a service to be performed on campus by an outside vendor, student or staff member (submit 3 weeks beforehand)
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- I would like to have travel paid for in advance for a student org or invited guest
- Admin Update to Accounting Book (staff use only)

Please make a selection and hit Next

## Important Notes (these follow the above order) about these options:

- Reimbursements need to be submitted within 30 days of purchase per Cornell Policy
  - Failure to do so may result in tax implications for the person being reimbursed
- Do NOT pay for services and expect to be reimbursed – those payments have to come from Cornell directly, this includes all services performed on campus as well as speakers and sports officials
- If the person who paid the expense is not the one being reimbursed, there must be an email attached showing being allowed to reimburse someone other than who paid the expense
- To have food or merchandise paid for, you must place/create order with plenty of time for it to be prepared/delivered before it is needed
  - For local restaurant orders, a minimum of three business days is required
  - For online orders, there is a not a specific minimum number of days, but it is your responsibility to submit the Payment Requests with enough time for appropriate delivery
- Payment Requests for services have to be submitted before the service has been performed
  - 3 weeks ahead of the event date is standard
- If you've already contacted a Cornell department and have an invoice, quote or just a correspondence and contact person, submit a Payment Request and they will be contacted for payment to be processed
  - There are many different kinds of interdepartmental charges so the process varies
- If you want to use your student org funding to reimburse something paid for by a departmental account, the charge has to have already been processed before a transfer can be made
- For travel to be pre-paid for your organization the Risk Management travel waiver must be included
- If your advisor is a staff member and works closely with your group and pays for things with their Procurement Card, they can charge it directly to the appropriate account and submit and Admin Update. Have them contact [sobo@cornell.edu](mailto:sobo@cornell.edu) for more details and to obtain the correct account #.