Special Request for Check (SRFC)

The **S**pecial **R**equest **F**or **C**heck [SRFC] form is divided into the following sections:

INTRODUCTION

Overview

Authorized uses for this form, including specific requirements applicable to those uses, are available in the Help Screen **(PF1)** of the **Purpose Field** in the Special Request For Check (**SRFC**) form. A short summary of the SRFC form is available if you press **PF1** while the cursor is located anywhere other than **on** a field with its own help.

The SRFC form accommodates paper backup, no backup, multiple payees (maximum 25), and multiple accounts (maximum 31). For payments to a single payee, multiple invoices may be entered (maximum 25).

Currently, the SRFC will **NOT** accommodate requests for payments in foreign currency. This exception must be done on the paper SRFC form.

The SRFC form will be automatically added and a document number assigned if the **Multiple Payees** window is accessed by pressing **PF2** or if the **More Invoices** window is accessed by pressing **PF3**. Subsequent data modification will be considered as **ch**an**g**es (CHG) and noted as such in the form history.

If Paper Backup is marked with a "**Y**", send the backup to your Financial Officer. Financial Officers will forward most backups to Accounting Operations. This Central Office will access forms for approval only after they receive the backup. A screen print of Page 1, or a form print of the SRFC (showing the IBIS document number), must be attached to the backup so that Accounting Operations will be able to use IGFM to access the SRFC form for approval. If the screen print or print function is not available at your location, print and complete the Accounting Operations SRFC Backup Form and send it with your backup to your Financial Officer.

> Note: For the authorized uses Travel Expenses, Group Meals, Office Reimbursement, and Petty Cash, the SRFC is processed without Central Office involvement (except for payments to non-US citizens). After Financial Officer approval, the SRFC is processed and the funds are directly deposited to the employee's bank account or a check is cut, if appropriate. The Travel Support Form (paper backup) is then forwarded to Accounting Files for imaging.

A form print is the printout you receive when you type **PRT** at Form Action and press **PF12**. Type **%H** at VVVV and press **Enter**. Press **Enter** at the Printout Specification screen and the form will print at the destination printer listed.

Authorized Uses for SRFC

Place your cursor in the **Purpose** field and press **PF1** to view current valid uses.

> Note: **Centrally Authorized Use** — For preapproved uses not listed on the Purpose help screen. Explanation is always required, attachments are required as available or needed to support the expense. This purpose should be used only when the check is for a valid payment under University Policy and the purpose is not listed in the SRFC Purpose help screens.

USE OF THE SRFC FORM

How to Pull Up a Blank Form

```
 06/14/07          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
11:09:39.3                                                          SVB1

  Any of the functions included in this system can be invoked by
  entering the corresponding function code on the command line next
  to 'NEXT FUNCTION:'.  The following functions are available:

FUNCTION         DESCRIPTION            FUNCTION         DESCRIPTION
________   __________________________   ________   ________________________
 FORM      Help Selecting HRS Forms       M2PI     Property Inventory
 M2AH      IBIS Adhoc Functions           M2PR     Purchasing System
 M2AS      EASY  Elec. Appr. System       M2VA     Vendor System
 M2BG      Budgeting System               BAMM     Budget Planning: BudAuto
 M2FN      Financial System               M2IM     Inventory Management
 M2FS      Facilities System              CODE     Codeset Maint. System
 M2HR      Human Resources System         M2NC     Nat Conn. Applications
 M2PA      Payroll System                 M2PE     Pay & Effort Functions
 M2AP      Accounts Payable

NEXT FUNCTION: SRFC_ (1) ______________________________  PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END    .     .     .     .     .    KEYS  PRNT   .
```

- Select **CCOM** (IBIS) from the **Net-Pass Activity** table to go into the production environment.
- Select **IBIS Admin Menus** at the **Com-pass** screen.

There are two methods to navigate to the SRFC form:

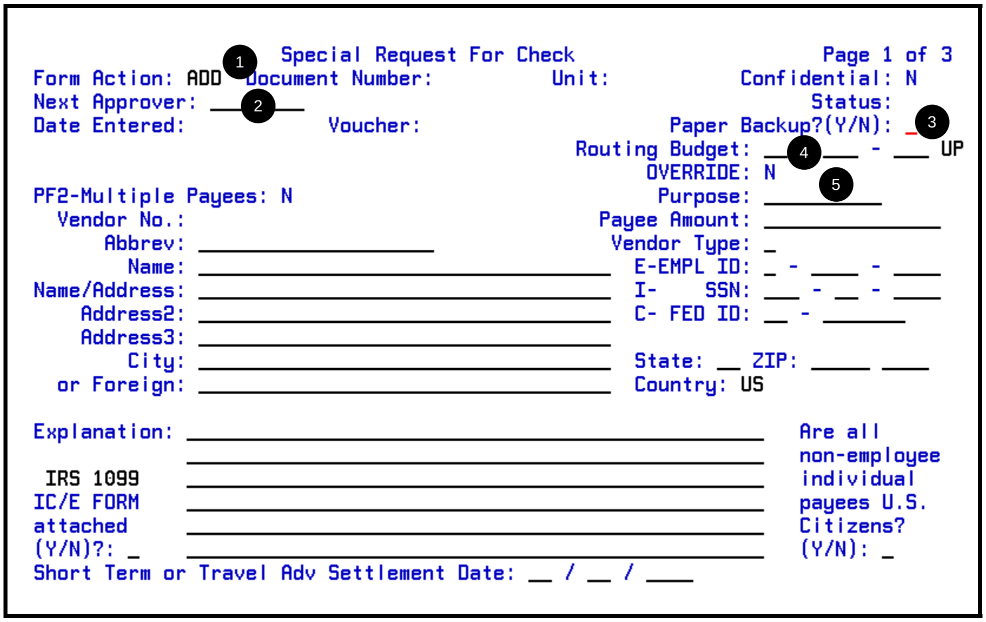
1) The “fast-track” method:

   (1) At the **NEXT FUNCTION** line, type **SRFC**. Press **Enter**.
   A blank **SRFC** form will appear, ready to be completed.

2) Or, use the IBIS menus method:

   1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the Next Function line and press **Enter**.
   2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the Next Function line and press **Enter**.
   3. At the **M3FM** menu, enter **M4CA** (Cash) at the Next Function line and press **Enter**.
   4. At the **M4CA** menu, enter **SRFC** (Special Request for Check) at the Next Function line to pull up the blank SRFC form.

SRFC Page 1 of 3



```
                         Special Request For Check                Page 1 of 3
Form Action: ADD  Document Number:         Unit:           Confidential: N
Next Approver: ________                                          Status:
Date Entered:            Voucher:                   Paper Backup?(Y/N): _
                                         Routing Budget: ________ - ___  UP
                                               OVERRIDE: N
PF2-Multiple Payees: N                          Purpose: __________
  Vendor No.:                              Payee Amount: _____________
      Abbrev: ____________________          Vendor Type: _
        Name: ___________________________   E-EMPL ID: _ - ____ - ____
Name/Address: ___________________________   I-    SSN: ___ - __ - ____
    Address2: ___________________________   C- FED ID: __ - _______
    Address3: ___________________________
        City: ___________________________   State: __ ZIP: _____ ____
  or Foreign: ___________________________   Country: US

Explanation: __________________________________________   Are all
             __________________________________________   non-employee
 IRS 1099    __________________________________________   individual
IC/E FORM    __________________________________________   payees U.S.
attached     __________________________________________   Citizens?
(Y/N)?: _    __________________________________________   (Y/N): _
Short Term or Travel Adv Settlement Date: __ / __ / ____
```

1. At **Form Action**, enter **ADD** (*default for a new form*)**.**

2. At **Next Approver**, you can enter the user id of the next person to approve the form if that approver is not the default approver.

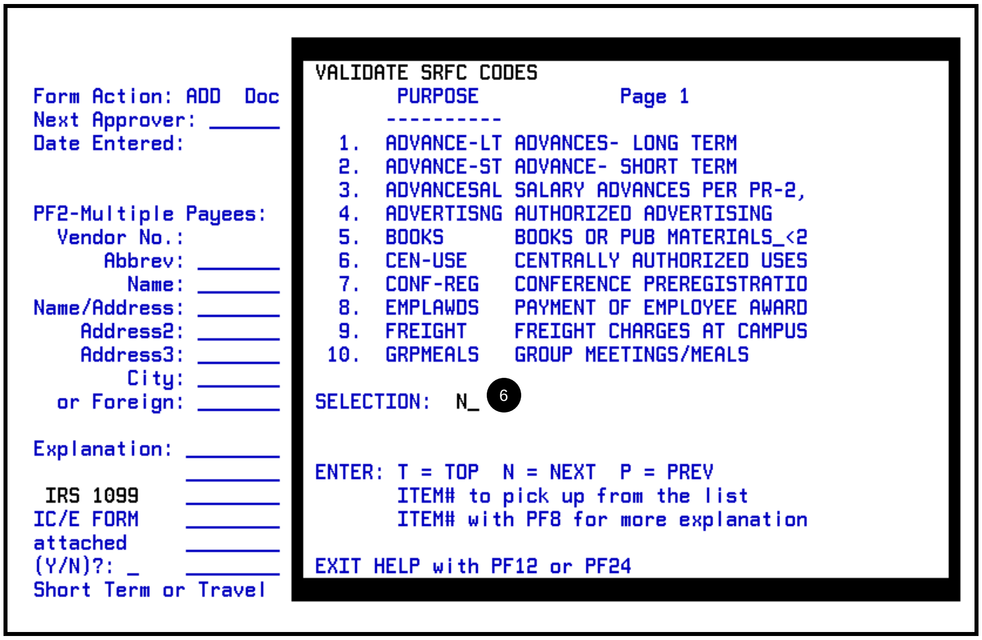
3. At **Paper Backup**, enter **Y** (yes) or **N** (no) if there is paper backup. Any **SRFC** that requires (central) paper backup will not be processed until Accounting Operations receives the backup.

   Notes:
   - A screen print of Page 1 or a form print of the **SRFC** (showing the IBIS document number) must be attached to the backup so that Accounting Operations will be able to use **IGFM** to access the SRFC form for approval. If the screen print or form print function is not available at your location, print out and complete the Accounting Operations Backup Form and send it with your backup.
   - The Financial Officer must send paper backup to Accounting Operations.
   - Faxing is an option when a backup is required by policy and if it does not need to be mailed with the check. A screen print of Page 1 or a form print of the SRFC must be included with faxed backups. This should be used only in time-critical situations and not as regular procedure. Also, Accounting Operations should be notified if a fax is being sent.

4. At **Routing Budget**, enter the budget number that the form will route on for approval. This is **not** necessarily the budget to be charged.

   Example:
   12345 UP should be entered: **01-0**23-45_ UP. Zeros are placed around the first number of the budget.

5. At **Purpose**, place the cursor on the field and press **F1** for Help. A multi-page list of valid purpose codes will be displayed. Page through the list by using the navigation at the bottom of the Help screen.



```
                         VALIDATE SRFC CODES
Form Action: ADD  Doc           PURPOSE            Page 1
Next Approver: _____           ----------
Date Entered:             1.  ADVANCE-LT ADVANCES- LONG TERM
                          2.  ADVANCE-ST ADVANCE- SHORT TERM
                          3.  ADVANCESAL SALARY ADVANCES PER PR-2,
PF2-Multiple Payees:      4.  ADVERTISNG AUTHORIZED ADVERTISING
  Vendor No.:             5.  BOOKS      BOOKS OR PUB MATERIALS_<2
      Abbrev: _______     6.  CEN-USE    CENTRALLY AUTHORIZED USES
        Name: _______     7.  CONF-REG   CONFERENCE PREREGISTRATIO
Name/Address: _______     8.  EMPLAWDS   PAYMENT OF EMPLOYEE AWARD
    Address2: _______     9.  FREIGHT    FREIGHT CHARGES AT CAMPUS
    Address3: _______    10.  GRPMEALS   GROUP MEETINGS/MEALS
        City: _______
  or Foreign: _______    SELECTION:  N_ 6

Explanation: _______
             _______     ENTER: T = TOP   N = NEXT   P = PREV
 IRS 1099    _______            ITEM# to pick up from the list
IC/E FORM    _______            ITEM# with PF8 for more explanation
attached     _______
(Y/N)?: _    _______     EXIT HELP with PF12 or PF24
Short Term or Travel
```

6. Select an item by typing the number from the list on the **Selection** line. Press **PF12** to exit the Help screen.
   - If the purpose is ***ADVANCE-ST*** (Advance - Short Term), the anticipated date that the advance will be settled must be entered at **If Short Term Advance, enter settlement date**.

***Note*: TRAVEL EXPENSES**

- For "**Travel Expenses**" where **NO** advance is involved:
  - o The single payee will be the traveler for the amount of reimbursable travel expenses.
  - o Charge the appropriate account(s) for the travel expenses.

- For "**Travel Expenses**" involving advances from the **Financial Officer (FO)** and the **expenses exceed** the advance:

  There will be multiple payees as follows:
  - o 1st payee - traveler for the amount travel expenses that exceed the advance,
  - o 2nd payee - Financial Officer by name for the amount of the advance.
  - o Charge the appropriate account(s) for the travel expenses.

- For "**Travel Expenses**" involving advances from the **Financial Officer (FO)** and the **advance exceeds** the travel expenses:

  There will be multiple payees as follows:
  - o 1st payee - the traveler for the amount of zero ($0),
  - o 2nd payee - The Financial Officer (by name) for the amount of the reimbursable travel expenses (the traveler will repay the Financial Officer for the amount of the advance that exceeds travel expenses).
  - o Charge the appropriate account(s) for the amount of reimbursable travel expenses.

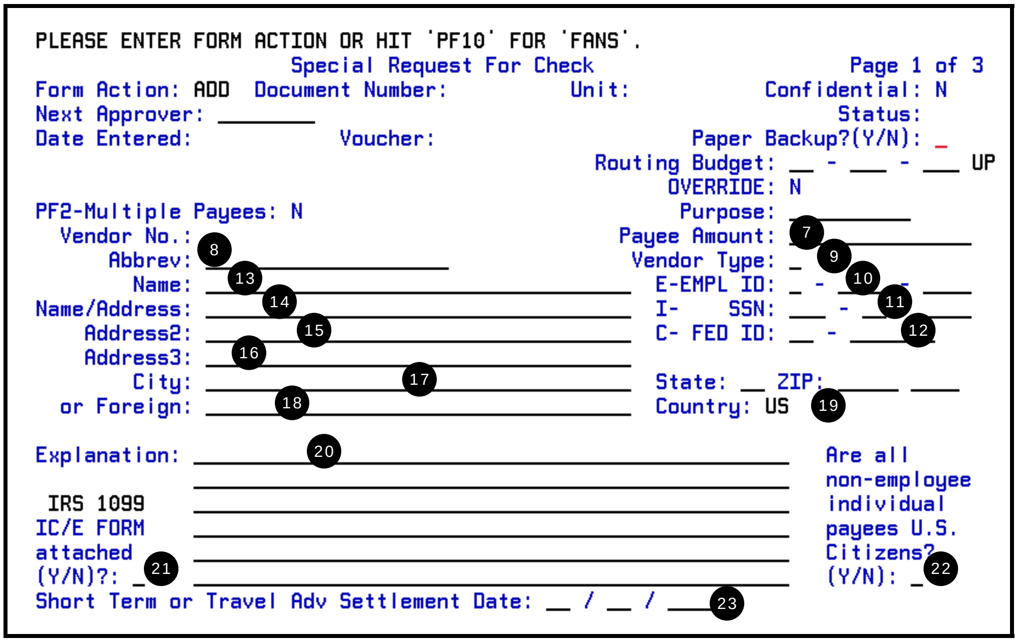
- For "**Travel Expenses**" involving an advance received by **University check** and the **expenses exceed** the advance:
  - o the single payee will be the traveler for the amount of reimbursable travel expenses that exceeds the advance,
  - o charge the appropriate account(s) for the total travel expenses,
  - o credit 02060 for the amount of the advance.

- For "**Travel Expenses**" involving an advance received by **University check** and the **advance exceeds** the travel expenses:
  - o The single payee will be the traveler for zero amount ($0).
  - o Charge the appropriate account(s) for the amount of the reimbursable travel expenses.
  - o Credit 02060 for the amount of the travel expenses. (The traveler will repay the University [via check payable to Penn State University] for the amount of the advance exceeding the reimbursable travel expenses.)

PAYEES:

The SRFC form provides for both **Individual Payees** and **Multiple Payees**.

Individual Payees:


PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FANS'.
Special Request For Check Page 1 of 3
Form Action: ADD Document Number: Unit: Confidential: N
Next Approver: ________ Status:
Date Entered: Voucher: Paper Backup?(Y/N): _
Routing Budget: __ - ___ - ___ UP
OVERRIDE: N
PF2-Multiple Payees: N Purpose:
Vendor No.: 8 Payee Amount: 7
Abbrev: 13 Vendor Type: _ 9
Name: 14 E-EMPL ID: _ - 10 11
Name/Address: 15 I- SSN: ___ -
Address2: 16 C- FED ID: __ - 12
Address3:
City: 17 State: __ ZIP: ____ ____
or Foreign: 18 Country: US 19
Explanation: 20 Are all non-employee individual payees U.S. Citizens? (Y/N): _ 22
IRS 1099 IC/E FORM attached (Y/N)?: _ 21
Short Term or Travel Adv Settlement Date: __ / __ / ____ 23

7. At **Payee Amount**, enter amount this payee is to receive.

   Note: All checks requested by this form will be written in US dollars. For foreign currency payments, use a paper **SRFC** form. (See http://guru.psu.edu/forms/1-07SRFCfrm3.pdf).

8. At **Abbrev** (abbreviation), enter the last name, a space, and the first name if the payee is a non-employee individual. This field is limited to 20 characters.

   Example: if name is: "Whatstheirface Lastname " enter : Lastname Whatstheirfa

   Note:
   - Do not use commas.
   - If the payee is a company or an employee, leave this field blank. The system will fill in the necessary information.
   - ***Exception***: For a company payee, this field can be modified manually for vendor file consistency. Any modifications must be coordinated with Accounting Operations. If you have changed a company name and there is no special abbreviation required for the new company, ***blank*** out the abbreviation so the system will fill in the new company abbreviation.

9. At **Vendor Type**, enter the appropriate letter for the type of vendor/payee.

   Example: **E** = Employee, **I** = Individual, **C** = Company

   Note: Press **PF1** to view a list of the vendor type codes. The help screen will list what fields are required for what type of vendor/payee.

10. At **E-Empl ID**: enter the employee's Penn State ID number.

Note: If the payee is a Penn State employee, name and address should remain blank and only enter the **E-Empl ID**. The employee's name and office address will be inserted automatically when **PF12** is pressed to **ADD** the form. If no address appears when the form is ADDed, you should enter the proper address, office or other, for this payee; or you may overwrite the address brought up from the central files when the check is to go to a different address.

11. At **I- SSN**, enter the individual payee's social security number.

    Note: For most purposes, this field can remain blank if the vendor/payee is a company or non-employee. If the purpose is one which requires reporting to the IRS, the SSN or Federal ID will be required by the SRFC form.

12. At **C- Fed ID Number,** is optional for most purposes but can be entered if applicable.

    Note:
    - This information is required for IRS1099 "company" payees.
    - ***Exception***: If the payee is a company or institution (type C) and the purpose is reportable to the IRS, a Federal ID# is required.

13. At **Name,** enter the payee's name.

    Note:
    - **If the payee is a Penn State employee**, name and address should remain blank and only enter the EMPL ID. The employee's name and office address will be inserted automatically when **PF12** is pressed to **ADD** the form. If no address appears when the form is **ADD**ed, you should enter the proper address, office or other, for this payee, or you may overwrite the address brought up from the central files if the check is to go to a different address.

    - **If the payee is an employee and an IRS1099 purpose** is used, the full home address must be entered (example: Research Study Participant)

14. At **Name/Address**, enter the first line of the payee's address.

15. At **Address2**, enter additional address information as necessary.

16. At **Address3**, enter additional address information as necessary.

17. At **City, State, Zip**, enter the city, state and zip code of the payee's current address.

    Note: This information is required for IRS1099 payments.

18. For a domestic (USA) address, the **OR Foreign** line should remain blank. Because some foreign addresses may require a format other than the usual City, State, Zip format, this line is available for foreign addresses.

    Note: City, State, Zip should remain blank if this field is used.

19. At **Country**, enter the payee's country code.

    Note: The default is United States. To see a list of all country codes from which to make a selection, place the cursor in the country code field and press **F1**.

20. At **Explanation**, enter an explanation.

21. At **IRS 1099 IC/E FORM**, enter **Y** for yes, **N** for no.

22. At **Are all Non-employee individual payees US citizens**, enter **Y** for yes, **N** for no.

23. At **Short Term Travel Adv Settlement Date**, enter the date by which this payment must be completed *(see number 6 above).*

Multiple Payees / One Account:

```
                     Special Request For Check                  Page 1 of 3
Form Action: ADD  Document Number:          Unit:           Confidential: N
Next Approver: ________                                           Status:
Date Entered:            Voucher:                  Paper Backup?(Y/N): _
                                           Routing Budget: __ - ___ - ___ UP
                                                 OVERRIDE: N
PF2-Multiple Payees: N                            Purpose: __________
  Vendor No.:                                Payee Amount: _______________
      Abbrev: ____________________            Vendor Type: _
        Name: ___________________________________ E-EMPL ID: _ - ____ - ____
Name/Address: ___________________________________ I-     SSN: ___ - __ - ____
    Address2: ___________________________________ C- FED ID: __ - _______
    Address3: ___________________________________
        City: ___________________________________ State: __ ZIP: _____ ____
  or Foreign: ___________________________________ Country: US

Explanation: _________________________________________________ Are all
             _________________________________________________ non-employee
 IRS 1099    _________________________________________________ individual
IC/E FORM    _________________________________________________ payees U.S.
attached     _________________________________________________ Citizens?
(Y/N)?: _    _________________________________________________ (Y/N): _
Short Term or Travel Adv Settlement Date: __ / __ / ____
```

If there is more than one payee, press **PF2** to access the **Multiple Payees** window shown below.

Note:

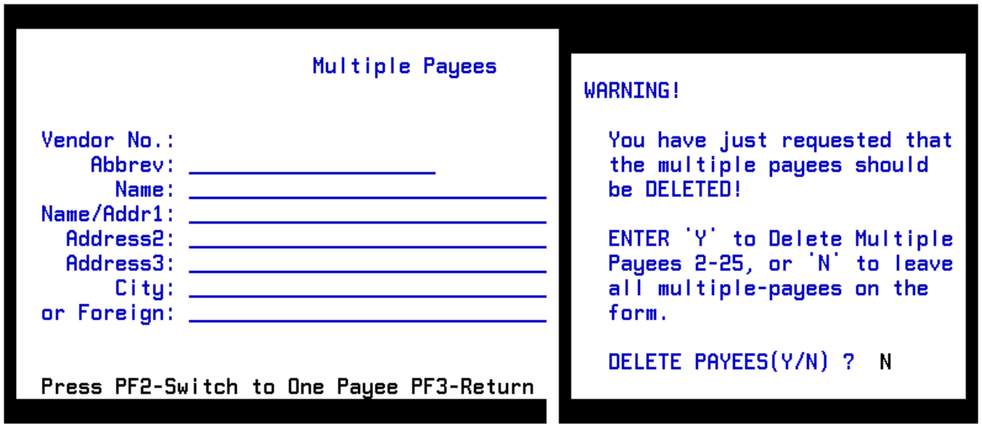
- If you had entered a payee on Page 1 of the **SRFC**, the Name and Address information will be carried over to the window and become Payee 1.
- When the Multiple Payees window is used, the **SRFC** form will automatically be added and subsequent data modifications will be considered as changes and noted as such in the form history. You will receive the message "**SRFC NO. nnnnnn has been added automatically**."

```
SRFC NO. 145533 HAS BEEN ADDED AUTOMATICALLY
                       Multiple Payees                      Payee 1  of 25
                                                     Last Payee Filled:  1

 Vendor No.:                                Payee Amount: _______________
     Abbrev: ____________________                 Vendor: _
       Name: ___________________________________ E-EMPL ID: _ - ____ - ____
 Name/Addr1: ___________________________________ I-     SSN: ___ - __ - ____
   Address2: ___________________________________ C- FED ID: __ - _______
   Address3: ___________________________________
       City: ___________________________________ State: __  ZIP: _____ ____
 or Foreign: ___________________________________ Country: US


 Press PF2-Switch to One Payee PF3-Return Page 1 PF7-Backward PF8-Forward
```

Enter the information for each additional payee as described previously.

Function Keys used on the Multiple Payee screens:

PF2: Press **PF2** if you do not have multiple payees. You will receive a **Warning** message similar to the one shown above. If you want to delete the payees, change the "**N**" to a "**Y**" and press **Enter**. You will exit the **Multiple Payees** window and return back to Page 1 of the SRFC and an "**N**" will still be displayed at the **Multiple Payees?** field.



If you do **not** want to delete multiple payees, leave "**N**" at **Delete Payees** and press **Enter** to continue entering the multiple payees.

PF8: Press **PF8** to complete the next payee's information or to page forward through the multiple payees.

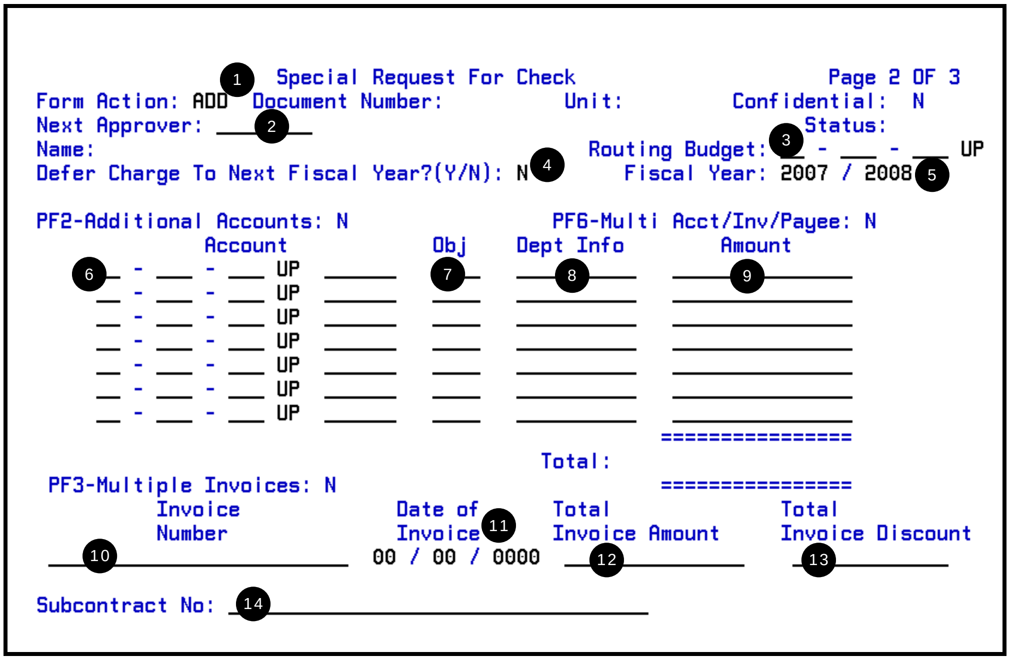
Notes:
- Up to 25 payees can be entered on one **SRFC** form.
- The number in the upper right hand corner of the **Multiple Payees** window indicates the number of the payee you are currently viewing and the last payee detail completed.
- **PF7**: Press **PF7** to page back through the multiple payees.

PF3: Press **PF3** to return to Page 1 of the **SRFC** form once all of the multiple payee's information has been entered.

Notes:
- When you return to Page 1, the Multiple Payees field will be changed to "**Y**" and the **Name** field will indicate **Multiple Payees**.
- To view all payees without paging through them, type **PRT** at **Form Action**, press **PF12** and press **Enter** to scroll through the information instead of typing %H.

Continue past the Individual Payees section to **Multiple Invoices** or **Individual Invoices**.

SRFC Page 2 of 3



1. The **Form Action** will default to what was entered on Page 1 but can be modified.

2. At **Next Approver**, you can enter the UserID of the next person to approve the form if the next approver is not the default approver.

3. The **Routing Budget** will default to what was entered on Page 1 but can be modified.

4. At **Defer Charge to Next Fiscal Year?** enter a **Y** (Yes) or an **N** (No).

   <u>Notes</u>:
   - A warning will appear on the first screen any time the **Defer Charge to Next Fiscal Year** field is marked with a **Y**. The purpose of the warning is to alert the Financial Officer (or other approvers) that the charges will be made against the prepaid expense account this year and charged against the accounts on Page 2 during the next fiscal year.
   - The **fiscal year** will be displayed in the warning message to the user who changes the prepaid indicator to a **Y**.
   - Because changing the **prepaid indicator** is a major change, the form must go back through the encumbrance step to encumber in the correct fiscal year.
   - Examples of fiscal year and defer charges (prepaid) are available in the **Fiscal Year** and **Defer Charges** help screen.

5. The **Fiscal Year** (fiscal year) will default to the current fiscal year but can be modified.

6. The **Account** will automatically default to the routing budget that was entered on Page 1 but can be modified. At least one account must be entered. The format for the budget is NN-NNN-NN-UP nnnnn (where nnnnn is the fund).

   Example: 12345 UP should be entered: **0**1**0**2345 UP 1001**0**.
   (zeros are placed around the first number of the account)
   (*fund is 5 digit—place a zero after the fund number*)

   <u>Note</u>:
   - For additional account lines, press **PF2**.
   - If the request is for an Advance, leave the account field blank.
   - See notes concerning Travel Expenses above.

7. At **OBJ**, enter the object classification code for the check being requested. Add a leading zero to the three digit object code. *(Refer to GURU, Rates & Schedules, formerly Appendix 9, for a list of object classification codes.)*

   Example: For object code 309, enter: **0**309.

   <u>*Note*</u>: If the request is for an Advance, leave the OBJ field blank.

8. At **Dept Info**, enter any information useful to your department (maximum of 10 characters). On any existing SRFC form, the old SRFC Project field is automatically copied into the new SRFC Dept Info field.

9. At **Amount**, enter the total amount to be charged to the account which appears on the same line.

   - Do not enter commas or dollar signs.

     Example: 1000.00 (dollars and cents can be entered).

   - See note concerning Travel Expenses above.

<u>PF2</u>: **If additional Account lines** are needed Press **PF2** for another screen to continue adding more accounts.

To forward to another blank account screen press **PF8**.
To go back to a previous account screen press **PF7**.
After all accounts have been added, press **PF3** to return to SRFC Page 2.

```
                  Account Lines 8:19 of 31
           Account          Obj   Dept Info       Amount
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________
__ - ___ - ___ UP ______   ____  __________   _______________

Press PF3-Return PF7-Backwards PF8-Forwards
```

Multiple Payees / Multiple Accounts

When there is a situation of multiple payees and multiple accounts, the user will be required to itemize the details. Amounts to be charged to the listed accounts must be entered for each payee.

After having entered the multiple payees and amounts, press **PF6**: a new page is opened where dollar amounts are entered for each account. Be sure the sum of the distribution equals the Payee Amount.

Enter Payee 1:

```
PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FANS'.
                     Special Request For Check                      Page 1 of 3
Form Action: ADD  Document Number:          Unit:           Confidential: N
Next Approver: ________                                           Status:
Date Entered:             Voucher:                      Paper Backup?(Y/N): Y
                                                Routing Budget: 00 - 001 - 49_ UP
                                                      OVERRIDE: N

 WARNING: PRIOR VENDOR HAS NOT PASSED EDITS YET
                       Multiple Payees                          Payee 1  of 25
                                                         Last Payee Filled:  1

  Vendor No.:                                       Payee Amount: 100.00_______
      Abbrev: DALTON PUBLICATIONS_
        Name: DALTON PUBLICATIONS_______________ E-E
  Name/Addr1: 1234 CENTER STREET________________ I-
    Address2: __________________________________ C-
    Address3: __________________________________
        City: NOWHERE___________________________ Sta
  or Foreign: __________________________________ Cou

  Press PF2-Switch to One Payee PF3-Return Page 1 PF7
```

Press **PF8** to add **Payee 2**, etc.

```
                     Special Request For Check                      Page 1 of 3
Form Action: CHG  Document Number: 145953  Unit: EDPSYS  Confidential: N
Next Approver: ________                                       Status: NEW
Date Entered: 08/16/2007 Voucher:                       Paper Backup?(Y/N): Y
                                                Routing Budget: 00 - 001 - 49_ UP
                                                      OVERRIDE: N

                       Multiple Payees                          Payee 2  of 25
                                                         Last Payee Filled:  2

  Vendor No.:                                       Payee Amount: 50.00_________
      Abbrev: BOOKSRUS____________                        Vendor: C
        Name: BOOKSRUS___________________________ E-EMPL ID: _ - ____ - ____
  Name/Addr1: SQUARE STREET______________________ I-    SSN: ___ - __ - ____
    Address2: ___________________________________ C- FED ID: __ - _______
    Address3: ___________________________________
        City: CIRCLEVILLE________________________ State: PA  ZIP: 13423 2222
  or Foreign: ___________________________________ Country: US

  Press PF2-Switch to One Payee PF3-Return Page 1 PF7-Backward PF8-Forward
```

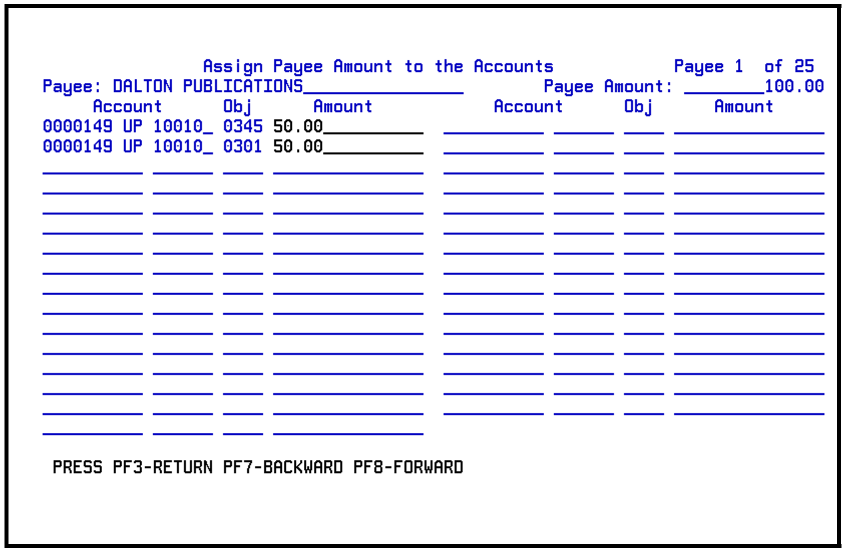
Press **PF3** to return to SRFC **Page 1**.

Press **PF8**, to go forward to SRFC **Page 2**. Enter all accounts and press **PF12**.

```
IF PAYING INVOICES, INVOICE TOTAL MUST EQUAL PAYEE TOTAL
                    Special Request For Check                 Page 2 OF 3
Form Action: CHG  Document Number: 145953  Unit: EDPSYS  Confidential:  N
Next Approver: ________                                     Status:  NEW
Name: MULTIPLE PAYEES                        Routing Budget: 00 - 001 - 49_ UP
Defer Charge To Next Fiscal Year?(Y/N): N       Fiscal Year: 2007 / 2008

PF2-Additional Accounts: N                  PF6-Multi Acct/Inv/Payee: Y
              Account             Obj    Dept Info         Amount
     00 - 001 - 49_ UP  10010_    0345   IT HOWTO__    _________100.00
     00 - 001 - 49_ UP  10010_    0301   MISC INFO_    __________50.00
     __ - ___ - ___ UP  ______    ____   __________    _______________
     __ - ___ - ___ UP  ______    ____   __________    _______________
     __ - ___ - ___ UP  ______    ____   __________    _______________
     __ - ___ - ___ UP  ______    ____   __________    _______________
     __ - ___ - ___ UP  ______    ____   __________    _______________
                                                      ================
                                          Total:                150.00
 PF3-Multiple Invoices: N                             ================
          Invoice                   Date of      Total              Total
          Number                    Invoice      Invoice Amount     Invoice Discount
 6666609_________________         07 / 10 / 2007  _________150.00   _____________

Subcontract No: ___________________________________
```

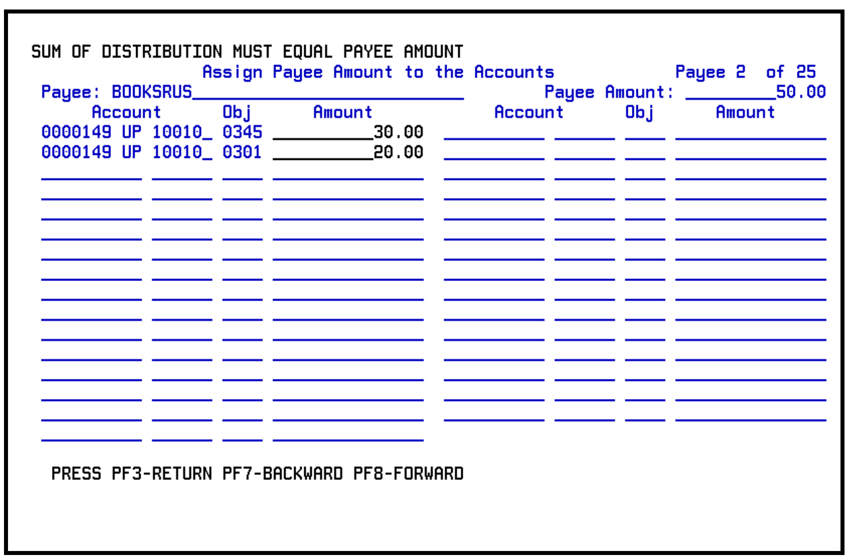
After having entered the multiple payees and amounts, press **PF6**: a new page is opened where dollar amounts are entered for each account. Be sure the sum of the distribution equals the Payee Amount.

Payee 1 distribution: Enter the dollar amounts for each account. Account amounts total <u>must</u> equal Payee amount.



PF8 to forward to next payee and enter the distribution amounts.

Payee 2 distribution: Enter the dollar amounts for each account. Account amounts total <u>must</u> equal Payee amount.



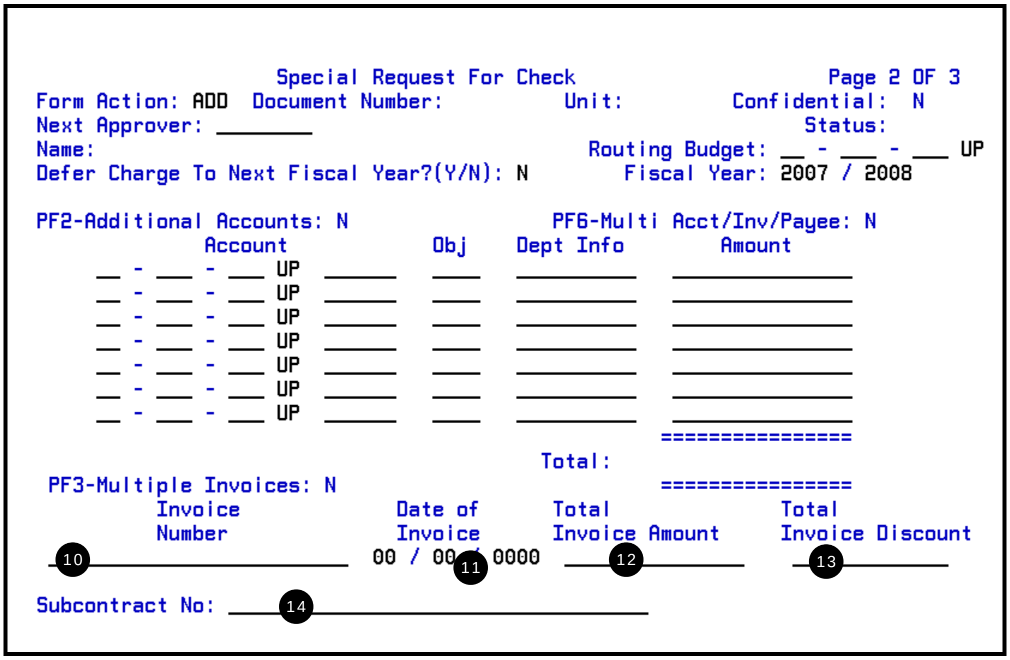
When all the Payees and Account distributions have been completed,
press **PF3** to return to the **SRFC Page 2**,
then continue by pressing **PF8** to forward to the **SRFC Page 3**.

<u>Note</u>: If account distribution amounts **do not equal** those listed on SRFC Page 2,
you will receive the error message: ***"press PF6 to enter/correct account distribution amounts"***.

INVOICES

The **SRFC** form is used for both **Individual Invoices** and **Multiple Invoices** (see below).

Individual Invoices:



```
                    Special Request For Check                     Page 2 OF 3
Form Action: ADD  Document Number:          Unit:          Confidential:  N
Next Approver: ________                                          Status:
Name:                                         Routing Budget: __ - ___ - ___ UP
Defer Charge To Next Fiscal Year?(Y/N): N        Fiscal Year: 2007 / 2008

PF2-Additional Accounts: N                  PF6-Multi Acct/Inv/Payee: N
              Account            Obj    Dept Info        Amount
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
                                                 ================
                                          Total:
 PF3-Multiple Invoices: N                        ================
          Invoice                  Date of      Total             Total
          Number                   Invoice      Invoice Amount    Invoice Discount
 10 ________________________  00 / 00 11 0000  ___12_________  ___13_______

Subcontract No: ____14_____________________________
```

10. At **Invoice Number**, enter the number on the invoice.
11. At **Date of Invoice**, enter the date on the invoice.
12. At **Total Invoice Amount**, enter the total amount on the invoice.
13. At **Total Invoice Discount**, enter the discount taken on the invoice.
14. At **Subcontract No**, enter the subcontract number if applicable.

Multiple Invoices / One Account:

To enter more than one invoice press **PF3**.

```
                    Special Request For Check                    Page 2 OF 3
Form Action: ADD  Document Number:          Unit:          Confidential:  N
Next Approver: ________                                          Status:
Name:                                         Routing Budget: __ - ___ - ___ UP
Defer Charge To Next Fiscal Year?(Y/N): N        Fiscal Year: 2007 / 2008

PF2-Additional Accounts: N                  PF6-Multi Acct/Inv/Payee: N
              Account            Obj    Dept Info        Amount
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
     __ - ___ - ___ UP  ______  ____  __________  _______________
                                                 ================
                                          Total:
PF3-Multiple Invoices: N                         ================
          Invoice             Date of       Total              Total
          Number              Invoice       Invoice Amount     Invoice Discount
 _________________________  00 / 00 / 0000  _______________  _____________

Subcontract No: ___________________________________
```

Enter all information as described previously.

.

```
SRFC NO. 145535 HAS BEEN ADDED AUTOMATICALLY
                                                                PAGE 1
       Invoice                    Date Of        Invoice         Invoice
       Number                     Invoice        Amount          Discount
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________
 _________________________  00 / 00 / 0000  _______________  _____________

 Press PF7 Backwards , PF8 Forwards , PF3 Return
```

Press **PF8** to forward to another blank screen.

Press **PF3** to return to **Page 2** of the SRFC form.

Multiple Invoices / Multiple Accounts

When there is a situation of multiple invoices and multiple accounts, the user will be required to itemize the details. Amounts to be charged to the listed accounts must be entered for each invoice.

Enter information on **Page 1** and **PF12** to **ADD** form.

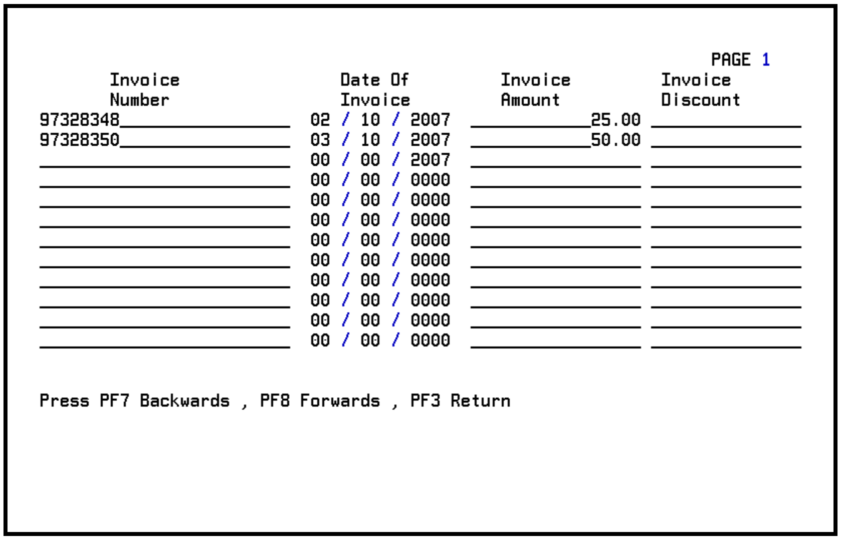
```
PLEASE PRESS 'PF12' TO PROCESS FORM
                     Special Request For Check                    Page 1 of 3
Form Action: ADD  Document Number:          Unit:            Confidential: N
Next Approver: ________                                            Status:
Date Entered: 08/17/2007 Voucher:                        Paper Backup?(Y/N): Y
                                                 Routing Budget: 00 - 001 - 49_ UP
                                                       OVERRIDE: N
PF2-Multiple Payees: N                                  Purpose: TESTONLY__
  Vendor No.:                                      Payee Amount: 100.00_________
      Abbrev: ____________________                  Vendor Type: E
        Name: HARRY POTTER_______________________   E-EMPL ID: 9 - 1401 - 7728
Name/Address: MAIN STREET________________________   I-    SSN: ___ - __ - ____
    Address2: ___________________________________   C- FED ID: __ - _______
    Address3: ___________________________________
        City: HOGWARTS___________________________   State: PA ZIP: 12333 9999
  or Foreign: ___________________________________   Country: US

Explanation: MISC STUFF FOR WORK______________________________   Are all
             _________________________________________________   non-employee
 IRS 1099    _________________________________________________   individual
IC/E FORM    _________________________________________________   payees U.S.
attached     _________________________________________________   Citizens?
(Y/N)?: _    _________________________________________________   (Y/N): _
Short Term or Travel Adv Settlement Date: __ / __ / ____
```

PF8 to SRFC **Page 2.**

Enter all the account information. Total must equal invoice amount.

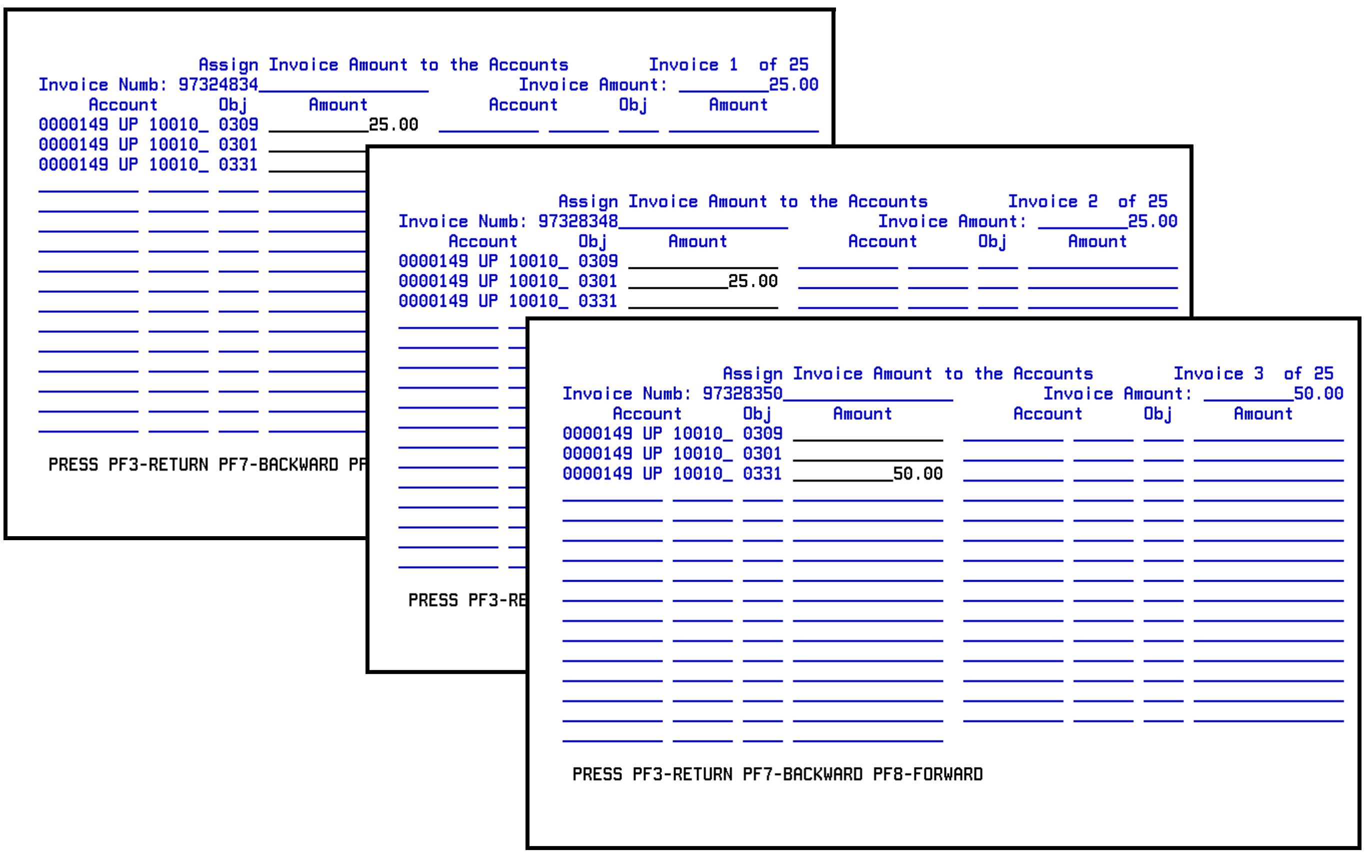
```
                    Special Request For Check                    Page 2 OF 3
Form Action: ___  Document Number: 145955  Unit: EDPSYS  Confidential:  N
Next Approver: ________                                         Status:  NEW
Name: HARRY MARCUS POTTER                        Routing Budget: 00 - 001 - 49_ UP
Defer Charge To Next Fiscal Year?(Y/N): N           Fiscal Year: 2007 / 2008

PF2-Additional Accounts: N             PF6-Multi Acct/Inv/Payee: Y
              Account            Obj   Dept Info        Amount
     00 - 001 - 49_ UP  10010_   0309  TRAINING__  __________25.00
     00 - 001 - 49_ UP  10010_   0301  TESTEQUIP_  __________25.00
     00 - 001 - 49_ UP  10010_   0331  MISC______  __________50.00
     __ - ___ - ___ UP  ______   ____  __________  _______________
     __ - ___ - ___ UP  ______   ____  __________  _______________
     __ - ___ - ___ UP  ______   ____  __________  _______________
     __ - ___ - ___ UP  ______   ____  __________  _______________
                                                  ================
                                       Total:               100.00
 PF3-Multiple Invoices: Y                         ================
          Invoice                Date of      Total              Total
          Number                 Invoice      Invoice Amount     Invoice Discount
 97324834_________________  01 / 10 / 2007  25.00__________    _____________

Subcontract No: ___________________________________
```

PF3 to enter multiple invoices on invoice screen. Press **Enter**.



PF3 to go back to **SRFC Page 2** screen.

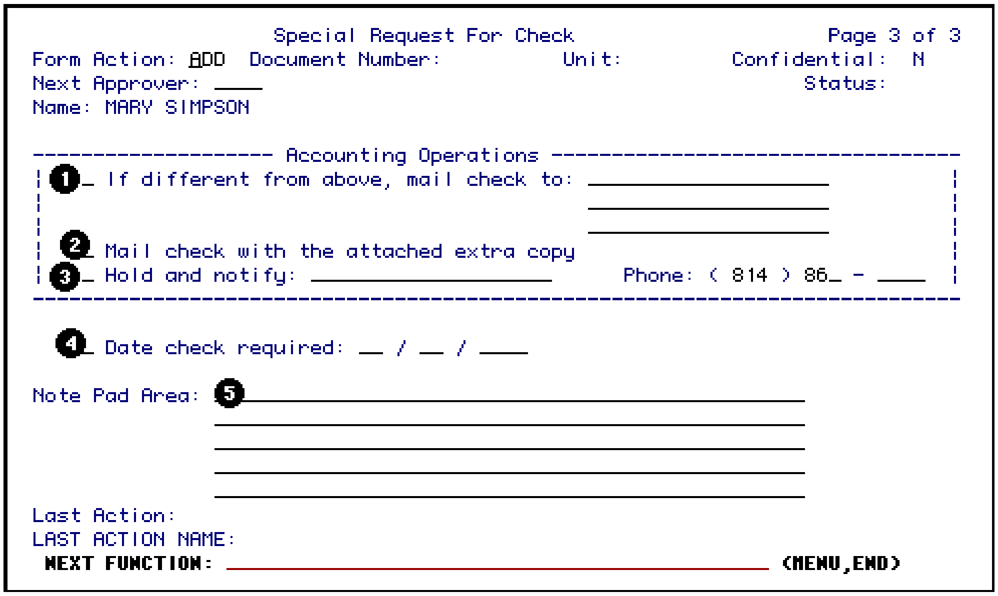
PF6 for multiple invoice distribution screen. Enter dollar amounts for each invoice using PF navigation at bottom of screen.



Note: If account distribution amounts **do not equal** those listed on Page 2,
you will receive the error message: ***"press PF6 to enter/correct account distribution amounts"***.

PF3 to return to **SRFC Page 2**.
PF12 to process.
PF8 to forward to **SRFC Page 3**.

SRFC Page 3 of 3



```
                    Special Request For Check                          Page 3 of 3
Form Action: ADD  Document Number:           Unit:            Confidential:  N
Next Approver: ____                                                 Status:
Name: MARY SIMPSON

-------------------- Accounting Operations ----------------------------------
¦ 1 _ If different from above, mail check to: ____________________          ¦
¦                                              ____________________          ¦
¦                                              ____________________          ¦
¦ 2 _ Mail check with the attached extra copy                                ¦
¦ 3 _ Hold and notify: ____________________    Phone: ( 814 ) 86_ - ____     ¦
-----------------------------------------------------------------------------

   4 _ Date check required: __ / __ / ____

Note Pad Area: 5 ______________________________________________
                 ______________________________________________
                 ______________________________________________
                 ______________________________________________
                 ______________________________________________
Last Action:
LAST ACTION NAME:
 NEXT FUNCTION: ______________________________________________ (MENU,END)
```

1. Place an **X** in front of **If different from above, mail check to**: and enter the correct address, if the check needs to be mailed to a different address from what was entered on the first page.

   Note: If "Travel Expenses" involve an advance from an Financial Officer, or a University check, place an 'X' here and enter the name of the traveler in the space provided.

2. Place an **X** in front of **Mail check with the attached extra copy**, if the check should be mailed along with the extra copy of backup (invoice) sent to Accounting Operations.

3. Place an **X** in front of **Hold and notify**: and enter the individual's name and telephone number, if the individual is going to go to Accounting Operations to pick up the check instead of it being mailed.

   Note: If you marked 1, 2, or 3 above, your check(s) will be listed on a report used by Accounting Operations when they mail the checks.

4. Place an **X** in front of **Date check required**: and enter a date, if the check is needed by a certain date. This information is for the approval process only. Accounting Operations will process all SRFCs as they (or their backup) are received.

5. At **Note Pad Area**, enter any additional information that might be needed for approval. Normally you should NOT enter additional instructions for mailing here since the Notepad is not normally viewed by Accounting when the check(s) are being processed for mailing.

IRS 1099 Payments —IRS 1099 form

For an IRS 1099 payment, the appropriate **purposes** can be selected on the SRFC form. The SRFC will edit to make sure that all information required for the IRS 1099 form is provided.

These purposes will cover the following types of payments:

- Honoraria
- Professional services
- Non-employee awards
- Academic fellowships
- Royalties
- Legal fees
- Legal expenses

This list should be viewed as examples only since available payment types may change over time. To view the types of payments valid on an SRFC, press **PF1** while your cursor is on the **Purpose** field. Payments that are reportable to the IRS will automatically require the extra information.

Normally, each of these purposes should be charged to a particular object code. When you page forward using **PF8** to **Page 2** of the SRFC form, the system will place the appropriate object code on the first account line.

Notes:

- **Multiple payees** may need to have the object code entered manually.
- If you **change the purpose** after entering the information on Page 2 of the SRFC form, you should also review the object code to make sure that the object code is still the correct one for the new purpose.
- **Object Classification code descriptions** can be found on GURU, Rates and Schedules (formerly Appendix 9).

EDITS Specific to IRS 1099 Purposes

- EMPL ID, SSN or FED ID number is required for each payee.
  - EMPL ID (only) must be entered for each type E (employee) payee.
  - SSN must be entered for each type I (individual non-employee) payee.
  - Other payees (companies/corporations) must have a FED ID number.

- When paying any individuals or employees, you must complete the IC/E form to verify that the payment is permitted. In some cases, you may determine upon completing the IC/E form, that an individual should be paid as an employee (via the payroll system) and not on the SRFC form. In this case you should cancel or reject the SRFC form, if you have already added it, and contact your department finance office to initiate payment via the payroll system.

- A complete address is required, even if **hold & notify** or **mail to a different address** is selected on Page 3 of the SRFC.
  - For example, Mary Doe, an independent contractor, may be picking up her check in person but her mailing address must still be entered in the address portion on Page 1 of the SRFC. This is because a 1099 form will have to be mailed to her at the end of the year and it will be mailed to the address provided on the SRFC form.
  - If paying an employee, the employee's home address should be used instead of the office address. This way, if the person is no longer working at Penn State at the end of the year, he or she will still get the 1099 form.

Completing the IC/E form **(Determination of Independent Contractor/Employee Status)**

If you press **PF12** to **ADD** or **CHG** a form which has an IRS 1099 purpose and payments to individuals (not companies/corporations) and the IC/E form has not yet been completed, the cursor will automatically be placed on the IC/E form indicator. At that point, you can just press **PF1** to enter the IC/E form. The form contains several Y/N (yes/no) questions.

Notes:

- Each question must be answered in order to complete the form.
- If the IC/E form is selected by mistake, press **PF3** to return to the SRFC form.
- Upon completion of the IC/E form, press **PF3** return to the SRFC form and press **PF12** to complete your **ADD** or **CHG**.
- You may access the IC/E form at any time by tabbing the cursor to the IC/E form indicator
- field called IC**/E form attached (Y/N)?:** _ and pressing **PF1**.

Accounting Operations

Special Request for Check
Backup Form

This document is to be used if the print function is not available at your location and a backup needs to be sent to Accounting Operations.

______________________________ Document Number

______________________________ Routing Budget *(entered on Page 1 of the SRFC)*

______________________________ Payee

SUBMITTED BY:

Department Name: ______________________________

Department Phone Number: ______________