FSA001 Payment Form: eForm available online at FSA Forms webpage

**General Form Instructions** (MUST BE TYPED; type online then print)

A. Insert the Date Prepared, check the Account Type, and insert Organization or Dept name

B. **Account**: insert the complete Expense Account # and Title of that acct # to which this expense is intended to be charged. Some Organizations have only one account number, while larger organizations may have multiple expense account #s.

C. **Total Check Amount**: in dollars and cents

D. **Check Payable To**: the party to whom the Check is to be made payable to

E. Mark either “pick up completed check” or to be mailed - insert COMPLETE mailing address.

F. **Purpose**: Must be detailed enough so that any 3rd party reading the form months or years later can clearly understand the justification and appropriateness. Must clearly explain what was purchased, purpose / why it was purchased, and where/when it was purchased. Payments directly to a vendor with detailed invoice or receipt are often self-explanatory, while a Reimbursement often needs additional explanation. Other specific requirements:

   Food/Catering – Attach: • Event literature supporting documentation • A record of attendance is necessary. Small groups need individual names; very large groups can be described with a total of # of persons. • Original detailed invoices. • Itemized restaurant receipts; for reimbursement, the Credit card receipt/ statement. For catered events, copy of approved catering order form, prefix menu, or contract. • Original detailed invoices. • Itemized restaurant receipts; for reimbursement, the Credit card receipt/ statement. • For catered events, copy of approved catering order form, prefix menu, or contract.

   Individual Services Payment • Indicate whether payee is or IS NOT a State employee. Copy of the approved engagement/contract showing the advance agreed upon cost and services to be performed. • Distinguish Contractor payments with any applicable IRS form such as W9 and IRS Factors of the Common Law Test (20 Q’s form). May not pay salary, bonuses, or any form of remuneration directly to State employees working as part of their state obligation. Such payments must flow through a State IFR. Payroll, independent contractor, or honorarium payments can NOT be made from T&A accounts directly to a SUNY employee unless supporting documentation clarifies such services are fully performed outside their SUNY time and obligation (incl no use of State equipment), which shall be acknowledged by the payee’s supervisor. Account holders who plan to pay employees must discuss in advance with the FSA Business Office and receive advance approval for the appropriate process.

   Travel related reimbursements: Indicate purpose of travel, and Most economical means of travel shall be used. Attach all event literature that supports the travel. Gift Cards: any type - must clearly justify a purpose as well as the recipient(s) of the said gift and/or gift cards. If recipient is not known up front (prizes at an event), must submit recipients immediately following the event. Gift cards may not be used as any form of remuneration for services rendered.

G. **Signatures**: Every account has different authorized signature requirements. You need to know the signature requirements of the account holder.

**Submitting**: Always save a copy of what you submit.

- If complete with all attachments and signatures, submit directly @ FSA Business Office (StuCtr Rm 2-09)

Questions on filling out a payment form? eMail link