

Special Request for Check (SRFC)

The Special Request For Check [SRFC] form is divided into the following sections:

Introduction to the SRFC Form

- Overview
- Authorized Uses for SRFC

Use of the SRFC Form

- How to Pull Up a Blank Form
- Page 1 of 3
 - Travel Expenses
 - Individual Payees
 - Multiple Payees
- Page 2 of 3
 - Multiple Payees and Multiple Accounts
 - Individual Invoices
 - Multiple Invoices
 - Multiple Invoices and Multiple Accounts
- Page 3 of 3
- IRS1099 Payments

Attachments

- Accounting Operations Backup Form

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 **changes** (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 (Only if paid to a company, individuals must be processed through ERS)**, Office Reimbursement, 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                   BAMB             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 ¹	Document Number:	Unit: Confidential: N
Next Approver: ²	Voucher:	Status:
Date Entered:	Paper Backup?(Y/N): ³	Routing Budget: ⁴ - - UP
PF2-Multiple Payees: N	Vendor No.:	OVERRRIDE: N ⁵
Vendor No.:	Abbrev:	Purpose: _____
Name:	Name/Address:	Payee Amount: _____
Address:	Address2:	Vendor Type: _____
Address3:	City:	E-EMPL ID: - - - -
City:	or Foreign:	I- SSN: - - - -
State: _____	Country: US	C- FED ID: - - - -
ZIP: _____	Explanation: _____	Are all non-employee individual payees U.S. Citizens? (Y/N): -
Country: US	IRS 1099 attached (Y/N)?: -	Short Term or Travel Adv Settlement Date: __ / __ / __

- At **Form Action**, enter **ADD** (default for a new form).
- 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. **May be left blank since default path routes to next approver using the Routing Budget information.**
- At **Paper Backup**, enter **Y** (yes) or **N** (no) if there is paper backup **support documents**. 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.
- At **Routing Budget**, enter the budget number that the form will route on for approval. This is **not** necessarily the budget to be charged. **USE the routing budget provided by the Extension Director's Office.**
Example:
12345 UP should be entered: 01-023-45_ UP. Zeros are placed around the first number of the budget.
 - 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.

Form Action: ADD Doc Next Approver: _____ Date Entered: _____ PF2-Multiple Payees: Vendor No.: _____ Abbrev: _____ Name: _____ Name/Address: _____ Address2: _____ Address3: _____ City: _____ or Foreign: _____ Explanation: _____ IRS 1099 _____ IC/E FORM _____ attached _____ (Y/N)?: _ _____ Short Term or Travel _____	<pre> VALIDATE SRFC CODES PURPOSE Page 1 ----- 1. ADVANCE-LT ADVANCES- LONG TERM 2. ADVANCE-ST ADVANCE- SHORT TERM 3. ADVANCESAL SALARY ADVANCES PER PR-2, 4. ADVERTISNG AUTHORIZED ADVERTISING 5. BOOKS BOOKS OR PUB MATERIALS_<2 6. CEN-USE CENTRALLY AUTHORIZED USES 7. CONF-REG CONFERENCE PREREGISTRATIO 8. EMPLAWDS PAYMENT OF EMPLOYEE AWARD 9. FREIGHT FREIGHT CHARGES AT CAMPUS 10. GRPMEALS GROUP MEETINGS/MEALS SELECTION: N_ 6 ENTER: T = TOP N = NEXT P = PREV ITEM# to pick up from the list ITEM# with PF8 for more explanation EXIT HELP with PF12 or PF24 </pre>	 <p>Hint to navigate through codes</p>
---	---	--

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-NOTE ALL INDIVIDUALS should be paid through ERS-Employee Reimbursement System

- For "Travel Expenses" where **NO** advance is involved:
 - The single payee will be the traveler for the amount of reimbursable travel expenses.
 - 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:

 - 1st payee - traveler for the amount travel expenses that exceed the advance,
 - 2nd payee - Financial Officer by name for the amount of the advance.
 - 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:

 - 1st payee - the traveler for the amount of zero (\$0),
 - 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).
 - 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:
 - the single payee will be the traveler for the amount of reimbursable travel expenses that exceeds the advance,
 - charge the appropriate account(s) for the total travel expenses,
 - 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:
 - The single payee will be the traveler for zero amount (\$0).
 - Charge the appropriate account(s) for the amount of the reimbursable travel expenses.
 - 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.: _____ Payee Amount: 7
 Abbrev: 8 Name: _____ Vendor Type: - 9
 Name: 13 Name/Address: _____ E-EMPL ID: - - 10
 Name/Address: 14 I- SSN: - - 11
 Address2: 15 Address3: 16 C- FED ID: - - 12
 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 or any other form of punctuation.**
- 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 **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 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 Name 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. **Please be as specific as possible-this form should stand alone to provide enough information to anyone-who, what, when, where and why (business purpose)-Allocable, Allowable, Reasonable.**

21. At **IRS 1099 IC/E FORM**, enter **Y** for yes, **N** for no. **USED for all NON-EMPLOYEE individual payments and NON-Incorporated company payment ONLY as determined by IC/E Form results.**

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

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: Best used if no copy required w/check
If not multiple payee, skip to page 10**

```

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
                                Purpose: _____
PF2-Multiple Payees: N                               Payee Amount: _____
Vendor No.: _____ Vendor Type: -
Abbrev: _____ E-EMPL ID: - - - - -
Name: _____ I- SSN: - - - - -
Name/Address: _____ C- FED ID: - - - - -
Address2: _____
Address3: _____
City: _____ State: _ ZIP: _____
or Foreign: _____ Country: US

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

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. **MUST complete Country for each payee, does not default.**

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.

Multiple Payees	WARNING!
Vendor No. : Abbrev: _____ Name: _____ Name/Addr1: _____ Address2: _____ Address3: _____ City: _____ or Foreign: _____	You have just requested that the multiple payees should be DELETED! ENTER 'Y' to Delete Multiple Payees 2-25, or 'N' to leave all multiple-payees on the form. DELETE PAYEES(Y/N) ? N
Press PF2-Switch to One Payee PF3-Return	

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

Special Request For Check Page 2 OF 3
 Form Action: ADD Document Number: Unit: Confidential: N
 Next Approver: Name: Status:
 Defer Charge To Next Fiscal Year?(Y/N): N Routing Budget: - - UP
 Fiscal Year: 2007 / 2008
 PF2-Additional Accounts: N Account Obj Dept Info Amount
 PF6-Multi Acct/Inv/Payee: N
 PF3-Multiple Invoices: N Invoice Number Date of Invoice Total Invoice Amount Total Invoice Discount
 Subcontract No:

Information in this section (10, 11, 12, 13) will print on the check stub.

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). Default is N.

Notes:

- 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 to future fiscal year.
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: 0102345 UP 10010.
 (zeros are placed around the first number of the account)
 (fund is 5 digit—place a zero after the fund number)

Note:

- 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. https://guru.psu.edu/gfug/appendices/APP09_SB.cfm) **Must use PSU access id and password to access this link.**
Example: For object code 309, enter: **0309**. **NOTE if more than one object code is being used, each object code requires its own line**
Note: 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. **Enter sub account name/ abbreviation.**

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.

PF2: 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	_____	_____	_____	_____
— - — - — UP	_____	_____	_____	_____
— - — - — UP	_____	_____	_____	_____

Press PF3-Return PF7-Backwards PF8-Forwards

**Multiple Payees / Multiple Accounts Best used if no backup required w/check
If not multiple payee, skip to page 14**

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
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
OVERWRITE: N
Page 1 of 3

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-EMPL ID: _____
Name/Addr1: 1234 CENTER STREET_ I- SSN: _____
Address2: _____ C- FED ID: _____
Address3: _____
City: NOWHERE_ State: _____
or Foreign: _____ Country: _____

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

```

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

```

Special Request For Check
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
OVERWRITE: N
Page 1 of 3

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
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
Page 2 OF 3

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 Number Date of Invoice Total Invoice Amount Total Invoice Discount
6666609 07 / 10 / 2007 150.00
Subcontract No: _____

```


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		Fiscal Year: 2007 / 2008	
Defer Charge To Next Fiscal Year?(Y/N): N				
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		Date of Invoice	Total Invoice Amount	Total Invoice Discount
Invoice Number		00 / 00 0000		
10 _____		11 _____	12 _____	13 _____
Subcontract No:	14 _____			

Information in this section (10, 11, 12, 13) will print on the check stub.

- 10. At **Invoice Number**, enter the number on the invoice. (a description can be used instead or to enhance invoice information)
- 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. Information will be provided by the College Grants and Contracts Office.

This question is located above the Subcontract No: _____ line

Were Goods/Svcs Provided/Received In Prior FY?(Y/N): _

This question will only need to be answered during a specific period of time at the beginning of each fiscal year; you will be required to answer the question before the SRFC can be added; if you are not prompted to answer the question, you can skip it.

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
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
                                          Purpose: TESTONLY__
PF2-Multiple Payees: N
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
IRS 1099 _____ non-employee
IC/E FORM _____ individual
attached _____ payees U.S.
(Y/N)?: _ _____ Citizens?
Short Term or Travel Adv Settlement Date: __ / __ / ____ (Y/N): _
    
```

PF8 to SRFC **Page 2**.

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

```

                Special Request For Check
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
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      Invoice
97324834_____ 01 / 10 / 2007 25.00_____ Discount_____

Subcontract No: _____
    
```


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

Invoice Number	Date Of Invoice	Invoice Amount	Invoice Discount
97328348	02 / 10 / 2007	25.00	
97328350	03 / 10 / 2007	50.00	
	00 / 00 / 2007		
	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		

PAGE 1

Press PF7 Backwards , PF8 Forwards , PF3 Return

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.

Assign Invoice Amount to the Accounts Invoice 1 of 25

Invoice Num: 97324834 Invoice Amount: 25.00

Account	Obj	Amount
0000149 UP 10010_	0309	25.00
0000149 UP 10010_	0301	
0000149 UP 10010_	0331	

PRESS PF3-RETURN PF7-BACKWARD PF8-FORWARD

Assign Invoice Amount to the Accounts Invoice 2 of 25

Invoice Num: 97328348 Invoice Amount: 25.00

Account	Obj	Amount
0000149 UP 10010_	0309	
0000149 UP 10010_	0301	25.00
0000149 UP 10010_	0331	

PRESS PF3-RETURN PF7-BACKWARD PF8-FORWARD

Assign Invoice Amount to the Accounts Invoice 3 of 25

Invoice Num: 97328350 Invoice Amount: 50.00

Account	Obj	Amount
0000149 UP 10010_	0309	
0000149 UP 10010_	0301	
0000149 UP 10010_	0331	50.00

PRESS PF3-RETURN PF7-BACKWARD PF8-FORWARD

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>

- 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.
- 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. The extra copy of backup must be provided with original documentation.**
- 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.
- 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. **Please allow 10 business days (2 weeks) for complete processing.**
- 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. **Enter in this area Cost Center/Project information (required) along with any special notes.**
- PF12 to add/save the document to the IBIS database.**
- Please see IBIS Notes for next steps-resolve, print, submit and finalize transaction.**

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: _____