

General Instructions
Student Organization Account Payment Request Form AP-9
All Payments Must Comply With UPPS 03.01.10

- All information must be completely filled out in pen or by using the fillable PDF [Form AP-9](#) online.
- Form AP-9 may be used to request direct payments to vendors for goods or services or for reimbursements to an individual for purchases of products, travel expenses, registration fees, conferences, etc.
- Vendors must have a vendor number in SAP. Select the following link for instructions on how to “Search for an Existing Vendor” number. [SAP Req. to Check **Vendor Search](#)
- If there is no existing vendor number email the vendor maintenance request [Form FS-01](#) to the vendor to be completed.
- Completed FS-01 forms should be emailed to vendorrequests@txstate.edu to set up a new account.
- A vendor may enroll in the university’s direct deposit payment program. They should provide the appropriate information when completing the FS-01 form.
- If the vendor does not participate in the direct deposit program all payments by check will be mailed to the address specified.
- When paying someone who is not a U.S. Citizen or Permanent Resident, contact the University Tax Compliance office at 512-245-2543.
- Attach itemized receipt(s) and/or invoice(s) to the payment request to substantiate payment.
- Allow at least 5 business days, excluding the day of request, for the payment to be prepared and processed.
- The Club is responsible for keeping a copy of the payment documentation and maintaining appropriate records for financial transactions and payments.
- **Submit approved AP-9 forms with expenditure documentation, to the Accounts Payable Office (JCK 564). Send scholarships to Financial Aid (JCK 240).**

Specific Instructions

• **VENDOR INFORMATION:**

- a. Vendor Name: Enter the name of the person or company that you want to pay. This is the name that will appear on the check (if paid via check) or the direct deposit recipient. For reimbursements, enter the name of the person to be reimbursed.
- b. Payments to a person with payment authority will require signatures from two additional officials.
- c. Reimbursements to a faculty/staff advisor are NOT permitted.
- d. SAP Vendor Number: In the university’s SAP system, verify that the vendor has an existing vendor number, enter the number here. (Refer to: the instructions above on how to “Search for an Existing Vendor”). For payments to a Texas State department, enter “TXSTATE”.
- e. Enter the mailing address of the vendor that you want to pay. This is the address that the check will be mailed to (the address must match the vendor address in SAP).
- f. Enter City, State and Zip Code for the mailing address.

- **PAYMENT INFORMATION:**
 - a. Invoice Number: If the vendor has provided an invoice for products or services, attach the invoice to the payment voucher and write the invoice number here. If you do not know the invoice number leave it blank.
 - b. Purchase / Service Date: Enter the date that the purchase was made, or the services were received. Enter both dates if there is a beginning and ending date for services. For example, if you are paying someone who has performed choreography services on April 1st through April 15, 2015 enter 04/01/2015 – 04/15/2015. If you are paying someone who gave a lecture on April 23, 2015, enter 04/23/2015.
- **ACCOUNT ASSIGNMENT:** (The Fund Number was previously provided to the Club by the university).
 - a. Enter the Club Account Number.
 - b. Enter the Club Name.
- **ALLOCATION:** (and Expense Type of Payment)
 - a. Payment of Services, Honorariums, Speakers – Enter payments for services performed, such as services include lecturing, performing as a musician, singer, coach etc.
 - b. Rental of Equipment – Enter any payments for a rental of furnishings and equipment. Examples include payments for office machines, tools, vehicles, etc.
 - c. Rental of Space payments include classroom, conference room, safety deposit box, and storage space rentals, etc.
 - d. Cash Awards, Prizes – are for payments to an individual or organization for an award, prize or gift.
 - e. Reimbursements, Supplies, Registrations, Travel, or Cash Advances – for reimbursements to someone who has paid for travel expenses, including any travel expenses paid directly to a vendor, any type of products (i.e. party supplies or clothing), registration fees, or cash advances drawn for club purchases. If items are resold, the student organization must collect sales tax and remit the sales tax to the State Comptroller's office (contact the Payroll and Tax Compliance office at (512) 245-2543 for assistance).
 - i. Cash Advances:
 1. The student receiving the advance must have a vendor number.
 2. Payment may be deposited directly into the student's account for quicker processing.
 3. The advance amount must be entered on the GL 773000 line.
 4. In the Purpose of Payment section:
 - a. Summarize how the advance will be used, and;
 - b. Note that all receipts will be reconciled to the amount of the advance and any unused funds returned to the club. (Funds not reconciled will be taxable income to the recipient. Notify AP with the recipient information and amount.)
 - c. Funds returned to the club must be deposited to the club's account number using GL 773000. The funds will be deposited at the Cashier's Office in JCK 188. The deposit form must be provided to the cashier. The instructions and the deposit form can be found at https://www.sbs.txstate.edu/departments/dept_receipting.html.

- d. Each club is responsible for retaining its own itemized receipts, deposit tickets, and reconciliations.
 - ii. Scholarships – Educational scholarships awarded to a Texas State student. Enter additional information required in the Purpose of Payment field. All scholarships will be processed through the Office of Student Financial Aid.
 - iii. Scholarship Requirements - The scholarship must have been set up in the Financial Aid Office by providing the following information prior to processing a scholarship payment: 1) The recipient's Texas State student ID#, 2) the name of the scholarship 3) the number of awards per year, 4) the award year and the semester(s) the scholarship applies, and 5) the scholarship criteria.
 - iv. If this information was not previously provided, it must be included with this payment request.
 - v. Total Payment/Reimbursement: Enter the total dollar amount of the payment that you are requesting.
- **PURPOSE OF PAYMENT**: Describe the business purpose of the payment (who, what, why, where and when).
 - **CHECK PICK UP CONTACT INFORMATION**: Include the contact name and number of the person that will pick up the requested check if applicable.
 - **REQUIRED APPROVALS**: Complete all information for each of the two required approvals. Payments to a person with payment authority will require signatures from two additional officials.