

GUIDE FOR COMPLETING A GRANT PAYMENT REQUEST

Utilizing the most current Outlook email template, fill in each line completely and accurately after you have submitted the expenses for payment through your respective department. All department requests do require a supervisor’s approval and signature to be processed at CoxHealth.

Department: Already completed on email template

Location: Already completed on email template
 # - start with #1 (then #2 & so on) to correspond to the number of requests submitted. This request # will be reflected on your GL & the amount deposited on subaccount 47120.

Request # _____

Grant Year: Already completed on email template

Budget Category	Vendor/Payment Recipient Name	Amount
This box requires a GAO budget category based on your approved grant budget.	The vendor/payment recipient listed should reflect the original expensive invoice. Ex: If you purchased something at Office Max, the vendor/payment recipient is “Office Max” & not your department, item/service description, etc.	Amount should match the total on the receipt.
The categories will be in a dropdown for you to select.	List one invoice/receipt per line & do not add invoices together from the same vendor. Ex: 4 rental cars/4 different invoices – each invoice/car gets its own line.	If only requesting payment for a portion of the total receipt,
Contact GAO if you have questions.	If expenses are for an approved business-related meal, include the name of the restaurant, meal/meeting purpose, & the names of the individuals eating on this line as well as on the receipt itself.	Clearly circle on the invoice the amounts being reimbursed and
		Show your math & total on the receipt/invoice to match the amount listed.
Total	Right click here, select Update Field, to tabulate	\$ 0.00

GL #: Already completed on email template

Total Amount: \$0.00 – right click here, select Update Field, to match the Total above.

Grant #: Already completed on email template

Fund: Already completed on email template

Account Category: GRANT – This is for accounting. You do not need to alter this line at all

Comments: Comments are a reminder of what purchases or special circumstances apply.

Payment requests that do not follow the prescribed format or do not have complete documentation attached will be returned for resubmission. **If a request is returned for revision, please resubmit all documents together in the same email, rather than submitting only the missing documents.**