The *Miscellaneous Payment Request* (MPR) process will allow treasurers to request a check through Workday. All approvals and documentation will take place in Workday. In order to request a payment, the payee file will have to be available or set up in Workday first (see step one). Once the treasurer has found or created a new payee, then a request can be made (see step two). Besides electronic approvals, another feature of this process is that treasurers can review in-process and completed payee and payment requests using Workday (see step three).

Step One: Search to see if the person or company to be paid is set up in Workday. The payee file combines the name, address, and tax information (if needed) of the person or business being paid. Create a new payee if needed.

- In Workday, search using *ISU Active and Inactive Misc Payees* and search by name
- Instructions Find and Create Miscellaneous Payees in Workday is available in Treasurer's Training in Canvas, or the COA website

Found your payee?	Didn't find your payee?
Make note of the payee ID, and move on to *Create Miscellaneous Payment*	You'll need to have the payee set up in Workday before proceeding Use *Create Request* (Use Part 2 of instructions Find and Create Miscellaneous Payees in Workday) to access *Create/Change Miscellaneous Payee* Wait for notification from Workday that your request is complete before proceeding to *Create Miscellaneous Payment*

Step Two: Initiate the payment request

- In Workday, use *Create Miscellaneous Payment* to fill in and complete the required sections, without deviating from the written instructions.
- For any corrections, revisions, or additional documentation needed, the request will be sent back to the requestor.
- Once fully approved, the request will enter the queue for a check to be printed and mailed. University checks are printed and mailed once per day.

Step Three: If needed, the completed or in-progress transaction can be reviewed

- Utilize *ISU Find Miscellaneous Payment Requests* in Workday.

FAQ

Who can make a payment request?

- Access to *Find Miscellaneous Payee, Create Miscellaneous Payee, and Create Miscellaneous Payment* is restricted to campus organization treasurers.

Can a request be cancelled?

- Yes, the request can be cancelled by the treasurer/requestor while it is in-progress.
- Locate the MPR in your inbox **or** through *ISU Find Miscellaneous Payment Requests* (click on the MPR# if locating through the report). When selected in your inbox, you'll need to click on the magnifying glass, which will take you to a new screen with **View Miscellaneous Payment Request** at the top.
- From the **View Miscellaneous Payment Request** screen, use the orange "more actions" menu to navigate first to "Miscellaneous Payment Request" and then "Cancel".
- A new **Cancel Miscellaneous Payment Request** screen will appear, and you will be able to confirm that you want to cancel the request at the bottom.

What information is needed to make a request?

- An invoice(for purchasing goods, registrations, admissions) or contract (for ALL services and rentals) is always needed on the MPR
- A W-9 will be needed to complete the payee profile if a taxable service or other taxable payment is sought.

Can I request to have the check mailed before the date of service, or pick it up to be able to hand to the recipient directly?

- Please submit your MPR no earlier than the date of service for something like a performer or payment for an event. The payee can be requested in advance.
- We are not able to have checks picked up

How can I get a contract or invoice?

- An invoice (for something like merchandise or dues) would have to come from the vendor. If they need to be paid, you will only be able to pay from an invoice.
- Clubs or club members cannot enter in or sign a contract for the University. Please contact the Student Engagement Office while you ae in the planning stages for help with requesting a [contract](#) if your organization needs a one for a service or event. A contract is needed anytime the organization pays for a service.

My MPR will be for a ubill reimbursement. What should I attach?

- The invoice, or itemized receipt, and any other documentation that would have been needed on the original p-card transaction.
- Screenshots from the ubill showing when the charge was applied to the ubill, and when the cardholder paid that ubill charge.