

Payment Request Form Changes:

- 1) Student submissions – I have updated the routing so that any student can submit a form on behalf of a club or the ASB. Below are the routing questions for step 1.
 - a. If the student is submitting for a club, they will select the first option “Student submitting for club.” This will route the form to the Club advisor for approval and then on to the treasurer/president.
 - b. If the student is submitting for the ASB, they will select “ASB Activity”

The screenshot shows the 'Step 1: Initiator' section of a form. It has a light purple header with the title 'Step 1: Initiator' and a link 'Update step'. Below the header is a navigation bar with tabs: 'Approvers', 'CC / Notifications', 'Routing Question' (which is selected and has a green checkmark), 'Instructions', and 'Rem'. The main content area is titled 'Question' and says 'Please select from the options below.' Underneath, under the heading 'Answers', there are five options, each with a blue arrow pointing right and the text 'Goes to Step X':
- 'Student submitting for Club' → Goes to Step 2
- 'Club Activity: students will sign electronically' → Goes to Step 3
- 'Club Activity: student signatures are attached' → Goes to Step 5
- 'ASB Activity' → Goes to Step 6
- 'Scholarship Award' → Goes to Step 8

- 2) There is a new required field at the top of the form to select who the requester is. If the advisor is submitting for the club and they select “Advisor”, the signature box will then display at the bottom of the form as a required field.

This screenshot shows a portion of the form with a 'Requester' dropdown menu open. The dropdown has four options: 'Select...' (top), 'Select...' (second), 'Advisor' (highlighted in blue), and 'ASB Advisor' (third). Below the dropdown, there are input fields for 'Date Submitted', 'Payee:', and 'Address:'. To the right of the dropdown, the text 'Sc' and 'Pa' are partially visible.

This screenshot shows the 'ORGANIZATION' section of the form. It contains the text: 'The Decision by any student organization to spend its funds must be re'. Below this is a line for a signature: '“I hereby certify that the _____ Club approved by a'. Underneath the signature line is a date field with labels 'Day', 'Month', and 'Year', and the date '8/20/2025'. At the bottom, there is a button labeled 'Click to sign here' and the text 'Club Advisor Signature'.

*The advisor will now always be required to add their signature whether during submission at step one, or after a student submits the form, at step two.

- 3) Out of Pocket reimbursements – This area of the form will eventually be modified. I just realized I did not consider student submissions for this specific section. For now, if an out-of-pocket reimbursement is requested, please have the advisor submit the form themselves, rather than a student. There is a new required field that answers the questions, “Is this request for an out of pocket expense?” If you select “yes”, the signature box will appear as a required field.

Is this request for an out of pocket expense? Yes ▼

CERTIFICATION FOR OUT-OF-POCKET DISBURSEMENT

date): "I hereby certify that the above expenditures were actually and, further, that no part of the above claim has

Submitted by: Click to sign here Payee Signature

Authorized by: Click to sign here Author

This same process will be indicated for the Principal/Designee signature, at step 9.

Is this request for an out of pocket expense? Yes ▼

CERTIFICATION FOR OUT-OF-POCKET DISBURSEMENTS (must be approved before purchase and/or agreement

date): "I hereby certify that the above expenditures were and necessarily incurred in the performance of my duty and, further, that no part of the above claim has heretofore been claimed or paid."

Submitted by: Lesley Nichols Payee Signature

Authorized by: Click to sign here Principal/Designee Signature