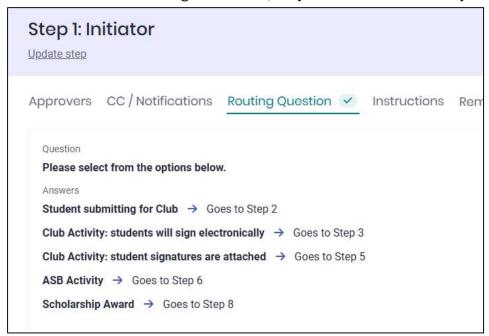
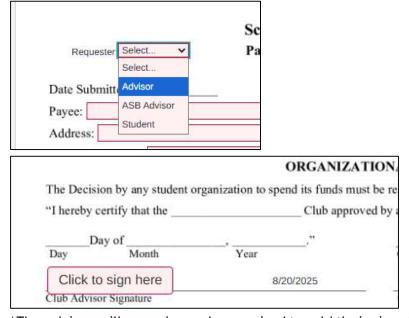
Payment Request Form Changes:

- 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"



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.



*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? CERTIFICATION FOR OUT-OF-POCK date): "I hereby certify that the above expendent and, further, that no par		Yes 🗸	
			ere actually a
		Yes	
		No	ove claim has
Submitted by:	Click to sign here		Autho
F	ayee Signature		

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

PERTIFICATION	FOR OUT-OF-POCKET DISBU	Soloet	UTC (may at lea	anneared before numbers and/or agrees	
				approved before purchase and/or agreen	
date): "I hereby cer	tify that the above expenditures we	Vec	and necessa	rily incurred in the performance of my di	utv
	and, further, that no part of the abo			been claimed or paid."	0.085
	ana, juriner, mai no pari oj me aoc	No	ias nereiojore	been claimed or paid.	
	Lesley Nichols			OF The State of th	
Submitted by:	Lesley IVICHOLS	Au	thorized by:	Click to sign here	
	Payee Signature			rincipal/Designee Signature	