SciQuest - Electronic Payment Requests

1. Choose one of the 2 forms from under “Bucks County Community College Forms”
   - **Employee Expense Reimbursement** – For travel or expense reimbursements
   - **Request for Payment to Entity** – For all non-PO invoice payments

2. Enter the Supplier Name (Supplier or Employee name)

   - For **Employee Reimbursements**: Complete the Travel Expense Voucher (On MyBucks, Working at Bucks > Travel) and enter the total on Line 2 with the description of the travel. You don’t have to enter separate lines for each expense since it already appears on the Travel Voucher.

   - If you have a travel request that just has mileage you can just add the total number of miles in Line 1 and it will calculate the total. The first line already has the description of “mileage” but that can be overwritten if you want to be more specific.
For Request for Payments:

- Enter a general description from the invoice that will let the payee know what the payment is for along with the invoice total.

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<tr>
<th>Description</th>
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3. Attachments:
   - **Employee Expense** – Attach the Travel Expense Voucher along with all receipts (receipts should be taped on an 8.5 x 11 piece of paper). Please maintain all originals in your office since the scanned copies are all we need.
   - **Request for Payments** – Attach the supporting invoice.

4. Under Available Actions in the upper right hand corner, select **Add and go to Cart** and click **Go**.

5. In the upper right hand corner, click **Proceed to Checkout**.

6. Under the Shipping category, click **Required field** to change the shipping address.
7. Choose the **Newtown Campus** address from the dropdown menu and click **Save**.

8. Click the **Accounting Codes** option on the progress bar and enter all required fields.
9. Click the **General** option on the progress bar top to enter Handling Instructions.

10. In the General Requisition box, click **edit**.

11. Click **Select from all values** and use the drop down to select. You will have 4 choices to pick from. **This is important since your requisition will not move forward unless you choose a handling instruction.**

12. When everything is finished, click **Place Order** in the upper right corner.

13. The next step is Department Approval followed by Budget Approval.
ADDITIONAL NOTES

- Payment Requests on SciQuest replaces the Request for Payment 2-part form thus eliminating all the paper copies.
- Employees who will be entering data need to have access to SciQuest and must be set up as a “Requisitioner”. Please contact Purchasing for the set up to allow the user to complete a Payment Request.
- All Payment Requests must be completed and have Department approval by Monday end of day to be included in that week’s check run.
- Only invoices that are not from a PO can be entered on the “Request for Payment to Entity” form.
- Receipts for travel reimbursement need to be itemized, put on an 8.5” x 11” sheet of paper and submitted within **30 days of travel**.
- All backup for the Payment Requests should stay in your department. They do not have to be sent to the Budget Office. You must retain these records for 7 years.