

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Request for Finance Payment	
	<b>NUMBER:</b> FIN-PAY-010	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/27/2010	<b>REVISION DATE:</b> 2/13/2013

➤ **Purpose:**

This procedure outlines to process to request a finance payment if an employee does not receive a payroll payment.

➤ **Definitions:**

**Disbursement Request:** An electronic document type in PantherNet, which requires accurate accounting information for the payment to be processed. A description of material and/or service, quantity, date, and cost/amount.

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

➤ **Responsibility:**

**Controller or Vice President of Business Services:** Approves disbursement request.

**Department Supervisor:** Responsible for notifying Controller or Vice President of Business Services that a payment is needed.

**Employee:** Receives payment from payroll.

**Finance Department:** Issues payment for payroll.

**Payroll:** Completes disbursement request and [disbursement request authorization form](#).

➤ **Procedure Details:**

1. Department Supervisor sends memo or e-mail to Controller or Vice President of Business Services requesting a finance payment. This payment is a loan and will be repaid via a

- payroll adjustment on the next regular payroll run. Payroll will explain to the employee's supervisor about the loan procedure and that adjustments will be made to the employee's next payroll payment to recoup this loan and adjust the employee's year to date accounting through the payroll system. The supervisor will explain the procedure to the employee.
2. Department Supervisor must find and correct the reason for employee not receiving payroll payment.
  3. Department Supervisor must notify payroll in order for Payroll to make the necessary adjustment.
  4. If approved, Controller or Vice President of Business Services notifies Payroll of the approval and Payroll calculates amount and requests a payment through Panthernet via a disbursement request.
  5. The payment is issued by the finance department to Payroll (usually the following day).
  6. Payroll contacts the employee (or the employee's supervisor) to advise them the check (payment) is ready for pickup (unless the payment is a direct deposit).

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)

Disbursement Request Authorization Form

<http://www.palmbeachstate.edu/finance/Documents/APForm-DisbursementRequestForm.pdf>