

Accounts Payable Stipend Verification Form Instructions (Initiator)

Payments meant to cover enrolled and non-enrolled students for participation on sponsored programs.

The Accounts Payable Stipend Verification Locations

- Accounts Payable Forms Website
<https://www.tamuk.edu/finance/financial-services/appm/AccountPayable/forms.html>
- Payroll Forms Website
<https://www.tamuk.edu/finance/financial-services/payroll/forms.html>
- You may also select the direct link below to DocuSign form
<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=72b29331-8ddd-4771-9833-2d5d3a0f99be&env=na2&acct=67b09808-1ca5-4cf6-847f-89668eb042bb&v=2>

1. Complete PowerForm Signer Information
 - a. Enter your full name
 - b. Enter your email address
 - c. Select Begin Signing
 - d. Select Continue
2. If you have submitted prior AP stipend forms go to Step 4
3. If this is your **first time** submitting the AP stipend form
 - a. Select “I agree to use electronic records and signatures”
 - b. Select Continue
 - c. Select eSignature
 - d. Select Adopt & Sign
 - i. Your signature and initials should automatically generate from information on Step 1
4. Complete Form Top - **Initiator Information**
 - a. Enter Program Name
 - b. Enter **your** Title
 - c. Select eSignature

5. Complete Form Bottom – **Student Payment Information**
 - a. Enter Name of Individual(s)
 - b. Enter ID K*(s) or UIN(s)
 - c. Enter Award Amount(s)

6. Select FINISH
 - a. If you **did not** e-sign your document, you will be directed to the top of the form to enter signature
 - b. Follow **Step 3** (c or c&d)
 - c. Select Finish

7. Document has been submitted for review
 - a. You can download/print a copy for your records if you choose

8. Select Close for current document

9. You now see your submitted form is In Process
 - a. Select Close
 - b. You automatically receive a message stating “You’ve finished signing”

10. You will receive an email when Financial Aid has completed their review
 - a. Select View Completed Document
 - b. If decision is made to pay via Financial Aid
 - i. Refer to Payment Method by emailing Cynthia.bustamante@tamuk.edu
 - c. If decision is not Financial Aid payment method, the document will be sent to HR for further review
 - d. HR review will determine payment method
 - i. If decision is made to pay via Workday
 1. Refer to Payment Method **Request One-Time Payment**
https://www.tamuk.edu/finance/_files_finance/payroll/request-one-time-payment-job-aid.pdf
 - ii. If decision is made to pay via Accounts Payable (Javelina Buy)
 1. Student will receive **multiple** payments
Refer to Payment Method - **Non-Catalog Requisition**
https://www.tamuk.edu/finance/_files_finance/ssgs/Training/JavelinaBuy_Creating-a-Non-Catalog-Item-Requisition_Revised-3.28.2024.pdf

****Department must do receiving for each payment when it is due to be paid and notify AP to initiate the invoice****
 2. Student will receive **one** payment
Refer to Payment Method – **Non-PO Based Invoice**
https://aggiebuy.tamuk.edu/_media/non-po-based-invoice.pdf