

# Caltech



# Payment Request & Employee Reimbursement Forms

# Topics

## Payment Request & Employee Reimbursements

- PTA Payment Request Form
- PTA Wire Transfer Request
- PTA Petty Cash Replenishment, GL & GL/PTA Mixed Request forms (separate training)
- Employee Reimbursements

# Payment Request Forms

## Purpose:

- How to complete various Payment Request forms for items listed in the Payment Request Usages List.
- Understanding Invoice Financial Approvals for form requests.
- Preview Workflow

# Payment Request Forms

## PTA Payment Request:

The PTA Payment Request form is located on the Shopping Home Page in TechMart. Scroll to the bottom right where you will see Payment Services Forms. Click on PTA Payment Request.

The screenshot displays the TechMart website interface. On the left, a vertical navigation menu includes links for Home, Shop, Documents, and Contracts. The main content area features the TechMart logo with 'TEST' above it, and a 'Shop' header. Below the header, there are sections for 'Shopping' (containing 'My Carts and Orders') and 'Admin'. A 'Go To' dropdown menu is visible, with 'Shopping Home' highlighted by a red box. On the right side, a 'Payment Services Forms' dropdown menu is open, listing several options: PTA Payment Request, PTA Petty Cash Replenishment Request, PTA Wire Transfer Request, GL & Mixed GL/PTA Payment Request, JPL Wire Request, Employee Reimbursement Request, Design & Construction Retention Request, and Request to Add or Update Supplier.

# Payment Request Forms

## PTA Payment Request:

The first page contains the instructions and a link to the Payment Request Usages List. The usages list documents what type of expenses are allowed on a Payment Request Form. Expenses and purchases outside of the Usages List should be processed on another form.

[< Back to Shopping Home](#)

### PTA Payment Request

Form Number **122083**  
Purpose **Check Request**  
Status **Incomplete**

#### Instructions

[Request Actions](#) | [History](#) | [?](#)

## Caltech

Complete this form and **attach all supporting documentation** to justify the request. Please refer to the Payment Request Usages List and Procedure located [here](#).

If your request is for payment to a new supplier, enter "New Supplier" in the required Supplier section.

**For security reasons**, do not include documents with social security numbers. If documents contain a social security number, please redact the number prior to submission. If a W-9 is required for new supplier set up, please send the W-9 directly to Supplier Management by uploading securely at <https://pdropbox.caltech.edu> or faxing to 626-666-3928.

[Next >](#)

Details	✓
Supplier	✓
Questions	✓
Attachments	✓
Review and Submit	
Form Approvals	

# Payment Request Forms

## PTA Payment Request:

### **Details:**

Enter the Payee/Supplier name you will be paying in the Payee/Supplier Name field. This is a label that assists Payment Services with processing.

PTA Payment Request		Details	
Form Number	122084	Payee/Supplier name *	<input type="text" value="US Post Office PTA Payment Req X"/>
Purpose	Check Request	Purpose	Check Request
Status	Incomplete	Template Title	PTA Payment Request
Instructions		Form Type	PTA Payment Request
<b>Details</b>			
Supplier			

# Payment Request Forms

## PTA Payment Request:

**Supplier:** Begin typing the supplier name and you will see a list of matching suppliers. If it is a new supplier, then type New Supplier. Click on the supplier name and then select a Remit-To Address.

PTA Payment Request v3		Supplier
Form Number	112107	Supplier *
Purpose	Check Request	<input type="text" value="united states po"/>
Status	Incomplete	<input type="button" value="UNITED STATES POSTAL SERVICE"/>
Instructions		
Supplier ✓		
Remit-To Address		
Remit-To Address *		<input type="text" value="REMIT-EAGAN (Primary Remitta) ▼"/>
		Accounting Service Center PO Box 21666 Eagan, MN 55121-0666
		United States



# Payment Request Forms

## PTA Payment Request:

### New Supplier

#### Supplier

Supplier \*

New Supplier

#### Remit-To Address

Remit-To Address \*

New Supplier (Primary Remittan )

### Employee Suppliers (Provisional)

#### Supplier

Supplier \*

Joseph Janssen(Payment Services)

#### Remit-To Address

Remit-To Address \*

PROVISIONAL (Primary Remittar )

PROVISIONAL.  
Employee (See Oracle)  
Pasadena, CA 91125

United States

# Payment Request Forms

## PTA Payment Request:

**Questions:** Complete each question as instructed to provide the specific payment information needed.

test new supplier PTA Pa...		Questions - PTA Payment Request Information		Request Actions ▾	History	?
Form Number	122103					★ Response Is Required
Purpose	Check Request					
Status	Incomplete					
Instructions						
Details	✓					
Supplier	✓					
<b>Questions</b>	✓					
Codes	✓					
Additional Information	✓					
Attachments	✓					
Review and Submit						
Form Approvals						

▼ **On This Page**

- Request Type (2)
- Payment Information (12)
- Disposition of Payment (1)

▼ **Request Type**

If you can't find a usage category that covers your purchase from the below drop down list, please refer to the procurement services [website](#) for instructions on how to process an Employee Reimbursement or After-the-Fact request.

Please choose the best usage category for this request ★

▼ **Payment Information**

# Payment Request Forms

## PTA Payment Request:

**Request Type:** Use the dropdown from the Payment Request Usages List to specify the usage category. Purchases outside of these categories must be submitted on either an Employee Reimbursement or Supplier After the Fact form.

▼ **Request Type**

Please choose the best usage category for this request ★

▼

- Gifts
- Ground transportation (local only)
- Honoraria
- Human subjects
- Instructor fees for CTME
- Legal services
- Medical and physician services
- Meetings and conferences
- Membership dues
- Mileage (no overnight stay)
- Petty cash
- Postage

# Payment Request Forms

PTA Payment Request:

**Payment Information:** enter invoice number. If no invoice number exists, see instructions below.

## Payment Information

If a supplier invoice number exists, please enter the supplier invoice number in this field. If not, then name the invoice number PR with today's date in this format: PRmmddyy (i.e. PR050718 for the date May 7, 2018).

Invoice Number \*

Account number (i.e. utilities, freight, customer account number)

Amount \*

Invoice Date

mm/dd/yyyy

# Payment Request Forms

PTA Payment Request:

**Payment Information:** Enter a Description/Justification. This information will also populate in Oracle as the invoice description. The Currency field defaults to USD and does not need to be changed.

**Description/Justification** ★

---

2000 characters remaining

**Currency**

---

# Payment Request Forms

## PTA Payment Request:

**Payment Information:** Select if the payment is for Service, Royalty, prize/award, etc. Tax reporting questions will appear below if applicable to one of these categories.

Is payment for service, royalty, prize/award, honorarium, childcare, misc. tax reportable income? ★

- N/A – not reportable income
- Service provided within CA
- Service provided outside CA, but within the US
- Service provided outside the US
- Prize/award
- Royalty payment (foreign supplier) – copyright usage within CA
- Royalty payment (foreign supplier) – copyright usage outside CA, but within the US
- Royalty payment (foreign supplier) – copyright usage outside the US
- Royalty payment (US supplier) – original work created in CA
- Royalty payment (US supplier) – original work created outside CA

### ▼ Tax Reporting/Withholding Information

Is payee a US citizen/entity? ★

Yes  No

Is payee a Caltech student/employee? ★

Yes  No

Is payee a California resident or entity located in California? ★

Yes  No

Do you expect to pay this payee more than \$1,500 per calendar year? ★

Yes  No

# Payment Request Forms

## PTA Payment Request:

Use the Special Instructions field to indicate specific need by dates or special handling instructions.

*Ex: honorarium payment to a guest speaker. Need the check by 5/7/18 to present to guest.*

Enter special instructions such as a need by or required date, will call, or other special handling below in special instructions/note to processor.

### Special instructions/note to processor

2000 characters remaining

# Payment Request Forms

## PTA Payment Request:

If the request is for a New Supplier or change to existing supplier, mark “yes” and provide the Supplier information. Payment Services staff will add or update the supplier with the information provided here.

**Is this request for a new supplier or does a change need to be made to an existing supplier?**

Yes  No

**If new supplier, please provide supplier name, address, phone number and contact name. If change to an existing supplier, such as a remit address change, please provide details of the change.**

2000 characters remaining



# Payment Request Forms

## PTA Payment Request:

Select Disposition of Payment to identify how payment should be delivered. If selecting Direct Deposit, you may need to confirm with Payment Services if the payee is set up for this payment method. Payees can complete a Direct Deposit Authorization on the Procurement Website.

▼ **Disposition of Payment**

How should the payment be delivered? ★

---

US Postal Mail

US Postal Mail with attachments

Fed Ex (air bill required)

Fed Ex with attachments (air bill required)

Direct deposit

# Payment Request Forms

## PTA Payment Request:

**Codes:** Select the PTA to charge. If you have a default PTA in your profile, it will show here. Multiple PTA's can be added to your profile to quickly select the code. Click edit to change or split the PTA.

### Codes

Form Request Actions ▾ | History | ?

#### Accounting Codes

LINE

Project	Task	Award	Expenditure	Organization
FIN.00006 PURCHASING&PAYMENT SERVICES	1.1 1.1	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech

edit

# Payment Request Forms

## PTA Payment Request:

**Codes:** Select Add Split to split PTA's. For best results, use % of Qty. To assist with percentages, use show monetary calculations to see amounts.

Accounting Codes							
LINE	Project	Task	Award	Expense			
						<input type="text" value="21"/>	remove
	<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="1.1 [PURCHASING]"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Alloc..."/> <small>Select from... Select from...</small>	<input type="text" value="values..."/> <small>es...</small>	<b>(525.00 USD)</b>	
	<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="1.1 [PURCHASING]"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Alloc..."/> <small>Select from... Select from...</small>	<input type="text" value="values..."/> <small>es...</small>	<input type="text" value="79"/>	remove
						<b>(1,975.00 USD)</b>	
						Split Total 100%	add split
						(2,500.00 USD)	

# Payment Request Forms

## PTA Payment Request:

**Codes:** Splitting by Amount of Price can also be chosen by using the dropdown. When using this method, it's best if you have a default PTA in your profile for Check Requests. If you do not have a default PTA, the system will require coding for other invoice fields such as discounts, tax, shipping, handling, etc.

**Codes** Request Actions ▾ | History | ?

---

**Accounting Codes**

LINE	Project	Task	Award	Expenditure	Organization	% of Qty	<input type="button" value="edit"/>
	FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	50%	
	FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	50%	

---

**DISCOUNT**

Project	Task	Award	Expenditure	Organization	<input type="button" value="edit"/>
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

---

**TAX1**

Project	Task	Award	Expenditure	Organization	<input type="button" value="edit"/>
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

---

**TAX2**

Project	Task	Award	Expenditure	Organization	<input type="button" value="edit"/>
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

# Payment Request Forms

## PTA Payment Request:

**Codes:** To add a split using Amount of price, select edit and use the dropdown for Amount of price. Adjust amounts as necessary. If your profile has default PTA, the other invoice fields will not appear and require entries.

**Codes** Request Actions ▾ | History | ?

---

Accounting Codes

LINE	Project	Task	Award	Expenditure	Organization	
	FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	<input type="button" value="edit"/>

---

Add alternate distribution for

Organization

<input type="text" value="Caltech"/>	<input type="text" value="50.00"/>	<input type="button" value="add split"/>
<small>ues... :S...</small>	<small>Select from profile values... Select from all values...</small>	<input type="button" value="remove"/>
<input type="text" value="Caltech"/>	<input type="text" value="50.00"/>	<input type="button" value="remove"/>
<small>ues... :S...</small>	<small>Select from profile values... Select from all values...</small>	
Document subtotal: 100.00 USD Split Total		100.00 USD <input type="button" value="add split"/>
<small>recalculate / validate values</small>		

# Payment Request Forms

## PTA Payment Request:

**Codes:** If you do not have a default PTA, choose % of Qty, enter percentages, then click save. Then use the dropdown to select Amount of price, and enter your amounts from there. This will also bypass the need to enter amounts for other invoice fields.

**Accounting Codes** ? X

LINE

Select from your code favorites

Project	Task	Award	Expenditure	Organization	% of Qty	
<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	4.2 [SMALL BUSINESS PROGR] <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Allocable"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="50"/>	<a href="#">add split</a> <a href="#">remove</a>
<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	4.2 [SMALL BUSINESS PROGR] <small>Select fr Select</small>	<input type="text" value="GB.000007"/>	<input type="text" value="Supplies - Allocable"/>	<input type="text" value="Caltech"/> <small>ofile values... all values...</small>	<input type="text" value="50"/> x	<a href="#">remove</a>
<b>Organization</b>					Split Total	0% <a href="#">add split</a> <a href="#">split</a>
<input type="text"/>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="50.00"/>	<a href="#">remove</a>	<small>validate values show monetary calculations</small>		
<input type="text"/>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="50.00"/>	<a href="#">remove</a>			
Document subtotal: 100.00 USD					Split Total	100.00 USD <a href="#">add split</a> <a href="#">split</a>
<a href="#">recalculate / validate values</a>						

# Payment Request Forms

PTA Payment Request:

**Additional Information:** For most users this section will be blank and you can proceed. For Facilities users, the AiM Work Order number can be selected in this field.

## Additional Information

### Other Information

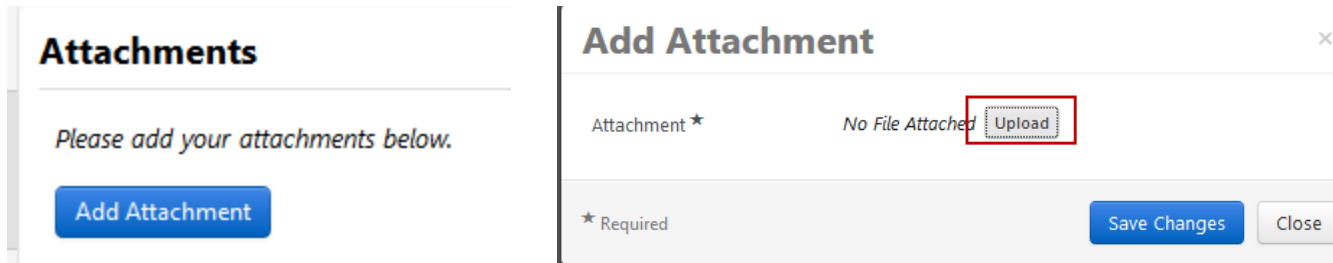
AiM Work Order

Select from all values...

# Payment Request Forms

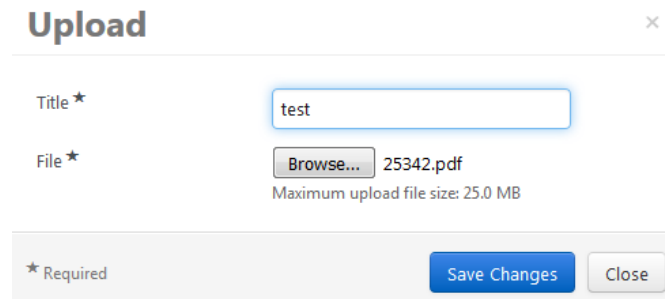
## PTA Payment Request:

**Attachments:** add the invoice, receipts, or other supporting documentation for the request. Click Add Attachment and upload the documents from your computer.



The image shows two parts of a web interface. On the left is the 'Attachments' section, which has a heading 'Attachments', a sub-heading 'Please add your attachments below.', and a blue 'Add Attachment' button. On the right is the 'Add Attachment' dialog box. It has a title bar with a close button (x). Inside, there is a label 'Attachment \*' followed by the text 'No File Attached' and a red-bordered 'Upload' button. At the bottom of the dialog, there is a grey bar with the text '\* Required' on the left, and two buttons: a blue 'Save Changes' button and a grey 'Close' button.

Enter a name for the attachment and click browse. Click Save Changes when you are done.



The image shows the 'Upload' dialog box. It has a title bar with a close button (x). Inside, there is a label 'Title \*' followed by a text input field containing the word 'test'. Below that is a label 'File \*' followed by a 'Browse...' button and the text '25342.pdf'. Underneath the file name, it says 'Maximum upload file size: 25.0 MB'. At the bottom of the dialog, there is a grey bar with the text '\* Required' on the left, and two buttons: a blue 'Save Changes' button and a grey 'Close' button.



# Payment Request Forms

## PTA Payment Request:

**Review and Submit:** Review to see if all required fields have been completed. Go back to the incomplete sections if needed. Once you have completed everything, click Submit. You can also click Add to Favorites if you will need to submit the request on a recurring basis.

### Review and Submit Form Request Actions ▾ | History | ?

✓ Required Fields Complete

Section	Progress
<a href="#">Supplier</a>	✓ Required Fields Complete
<a href="#">Questions</a>	✓ Required Fields Complete
<a href="#">Codes</a>	✓ Required Fields Complete
<a href="#">Additional Information</a>	✓ Required Fields Complete
<a href="#">Attachments</a>	✓ Required Fields Complete

[◀ Previous](#)   [Add to Favorites](#)   [Submit](#)

# Payment Request Forms

## PTA Payment Request:

### **Add Favorite:**

If you choose Add to Favorites, enter necessary information and click Save Changes. You may need to add a new folder if you do not already have one. This is helpful for recurring payments. The form can be used as a template for future requests. Favorites can be located in the Shopping menu.

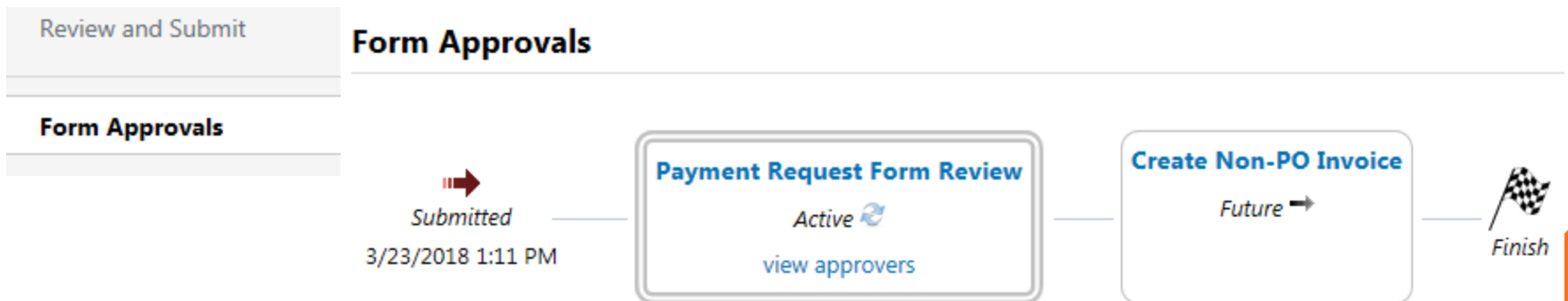
The screenshot shows a 'Add Favorite' dialog box with two steps. Step 1, 'Edit Item Details', includes a required 'Item Nickname' field with the value 'Payment Request for Postage' and a 'Description' field with the value 'recurring payment request for Monthly Postage'. A character count shows '455 characters remaining'. Step 2, 'Select Destination Folder', shows a tree view with 'Personal' (containing 'Testing') and 'Shared' (with the message 'You have no shared favorites.'). At the bottom, there is a 'Save Changes' button, a 'Close' button, and a note '\* Required'.

# Payment Request Forms

## PTA Payment Request:

Once you have submitted your request, the form status will change to Under Review. Click Form Approvals to see status of your request. Payment Services will review the form for accuracy and completion and then approve it in Form Request Workflow. After form approval, a voucher is created for Invoice Workflow.

PTA Payment Request v3	
Form Number	112112
Purpose	Check Request
Status	Under Review



# Payment Request Forms

## PTA Payment Request:

**Invoice workflow:** The invoice stops with Payment Services for completion (sales/use tax, withholding) and then with a Invoice Financial Approver. After approved, it will export to Oracle for payment according to the due date. To review invoice workflow, click the approvals tab on the voucher.

The screenshot displays the Oracle Accounts Payable interface for a Payment Request Invoice Review. The breadcrumb trail is: Accounts Payable > Vouchers and Receipts > Search for Vouchers > Summary - Supplier Invoice No. PR032318 (Doc. No. V2660). The page shows a 'Back to Approvals' link and '1 of 51 Results'. The folder is 'Payment Request Invoice Review'. Key fields include: Invoice Number V2660, Supplier Account No., Supplier Invoice No. PR032318, and Supplier Name New Supplier. A navigation bar contains tabs: Buyer Invoice, Approvals (highlighted with a red box), Matching, Comments, Supplier Messages, Attachments, and History. Below this is a 'Summary' section with sub-tabs: General, Discount, Tax, Shipping & Handling, and Codes. A warning message states: 'The voucher contains one or more non-PO voucher lines. They are e'. The interface also includes a 'Hide header' link and a table with columns 'General' and 'Addresses'. The 'General' column contains: Invoice Type Invoice (with an 'edit' button), Pay Status In Process, and Invoice Number V2660. The 'Addresses' column contains: Remit To no value.

General		Addresses
Invoice Type	Invoice	Remit To
Pay Status	In Process	no value
Invoice Number	V2660	

# Payment Request Forms

## PTA Payment Request:

**Invoice workflow:** In the Approvals tab, you will see the status of the voucher (invoice). Payment Request Invoice Review is a workflow step for Payment Services. Form Financial Approval is for the Invoice Financial Approver. The Invoice Financial Approver must be set up in your profile as a default approver. Once it completes all steps, it will export to Oracle.

The screenshot displays the Oracle Payment Request workflow interface. At the top, there is a navigation bar with tabs: Buyer Invoice, Approvals (selected), Matching, Comments, Supplier Messages, Attachments, and History. Below the navigation bar, there are two settings: "Show skipped steps" with an unchecked checkbox, and "Orientation" set to "Horizontal" with a dropdown arrow. The main workflow is shown as a sequence of steps connected by lines:

- Submitted**: Requisitioner 1, 3/23/2018 11:18 AM. Status: Submitted (indicated by a red arrow icon).
- Payment Request Invoice Review**: Status: Active (indicated by a refresh icon). Action: view approvers. This step is highlighted with a double border.
- Form Financial Approval**: Status: Future (indicated by a right arrow icon). Action: view approvers. Expedite button.
- OK to Pay**: Status: Future (indicated by a right arrow icon). Expedite button.
- Auto-Close PO**: Status: Future (indicated by a right arrow icon). Expedite button.
- Finish**: Status: Finish (indicated by a checkered flag icon). Expedite button.

# Payment Request Forms

## PTA Wire Transfer Request :

The PTA Wire Transfer Request requires the same payment information as the PTA Payment Request. Follow the same instructions as previously covered in this training. The difference for this request is the Wire Account information.

Locate the PTA Wire Transfer Request from the Shopping Home Page.



# Payment Request Forms

## PTA Wire Transfer Request :

**Questions:** First indicate if the supplier or payee has billed or needs to be paid in another currency. If yes, use the link to convert the currency to US Dollars. This will be an estimated amount to complete the form. The US Dollar amount will be updated once the funds are actually wired.

Has the supplier/payee billed Caltech in a foreign currency? \*

Yes  No

If amount billed is in a foreign currency, please provide an estimated USD amount by converting the foreign currency into USD. Link to a currency conversion tool is [here](#).

Amount in USD (if converting from foreign currency, this will be estimated) \*

1,500.00

Currency (leave as USD)

USD

# Payment Request Forms

## PTA Wire Transfer Request :

**Currency Conversion:** In this section, enter the currency the supplier/payee will be paid in. Then enter the amount in that currency. Payment Services will wire this amount in this currency and then confirm the updated US dollar amount for posting in Oracle.

### ▼ Currency Conversion

Which currency has the supplier/payee used on their bill to Caltech?

EUR

What is the amount billed in that currency?

1,000.00





# Payment Request Forms

## PTA Wire Transfer Request :

**Disposition Payment:** If the supplier/payee has provided wire instructions and account information on their invoice or other documentation, mark Yes here and attach to the request. If you mark No, then fields for wire information will appear.

### ▼ Disposition of Payment

Are complete wire transfer instructions provided on the invoice that will be attached to this request? (If 'No' is entered, a Wire Transfer Information section will appear below. Please provide complete wire transfer information). ★

Yes  No

How should the payment be delivered? ★

Wire Transfer (not for US payees)

# Payment Request Forms

## PTA Wire Transfer Request :

### **Wire Transfer Information:**

Beneficiary Name: If different from the supplier chosen for the request.

Beneficiary Phone Number: enter if available. Some countries require for wire transfer.

Beneficiary Bank Name: enter the Bank Name.

Bank Account Number: enter the bank account if using a US bank account.

ABA Number: enter ABA routing number if using a US bank account.

*\*Wire payments are generally for foreign payees only. Exceptions are allowed for Finance and Treasury for same day payments to Domestic Suppliers.*

The image shows a screenshot of a web form titled "Wire Transfer Information". The form contains four input fields, each with a label above it. The labels are: "Beneficiary name (if different from payee listed in the supplier section)", "Beneficiary phone number", "Beneficiary bank name", and "Bank account number (for US bank accounts)". Below the "Bank account number" label, there is a label for "ABA number (for US bank accounts)". Each label is followed by a white rectangular input box with a thin border. The form is set against a light gray background.

# Payment Request Forms

PTA Wire Transfer Request :

## **Wire Transfer Information:**

Swift/BIC Code: enter Swift/BIC Code (Bank ID Code) for foreign bank accounts.

IBAN: enter IBAN (International Bank Account Number) for foreign bank accounts.

IRC, TRNO code, CLABE code, UKSORT code:

These codes are used for certain countries.  
Complete as applicable.

Swift/BIC Code (for Foreign bank accounts)
<input type="text"/>
IBAN Number (for Foreign bank accounts)
<input type="text"/>
IRC (if applicable)
<input type="text"/>
Canada: TRNO code
<input type="text"/>
Mexico: CLABE code
<input type="text"/>
United Kingdom: UKSORT code
<input type="text"/>


# Payment Request Forms

## PTA Wire Transfer Request :

Enter any additional information that may need to be included with the payment in this description field.


Enter comments or special wire instructions in this field if any are needed.

### Description to accompany payment



2000 characters remaining

### Comments or special wire instructions



2000 characters remaining

# Payment Request Forms

## PTA Wire Transfer Request :

After completing payment information and wire instructions, proceed to the codes section for PTAs and the Attachments section for invoices, wire instructions (if provided by supplier) and any other additional back up documents.

Review and submit the request. This will follow the same form and invoice workflow as the PTA Payment Request. See previous slides to see status of the request.

active pixel PTA Wire Tr...	
Form Number	122442
Purpose	Check Request
Status	Incomplete
Instructions	
Details	✓
Supplier	✓
Questions	✗
<b>Codes</b>	✗
Additional Information	✓
Attachments	✓
Review and Submit	
Form Approvals	

**caltech.edu**