Guidelines to Completing Forms

Special Payment Authorization (SPA - Form 102A)

Department Responsibilities

1. Complete Department Contact information:
   - Contact Person name and the current Date
   - Department Name and Phone Number
   - Department Address/Email information

2. Complete Payee/Vendor information
   - Payee’s assigned Banner Vendor No.
   - Payee Name/Vendor
   - Payee’s Mailing Address
   - Payee’s City, State and Zip Code

3. Enter the vendor’s invoice number and invoice date if applicable
   (Attach invoice to the SPA)

4. Have the Payee sign in the Payee Certification area of the SPA.
   a. If the payee is a vendor no Payee Certification or Authorized Official signature is required.
   b. If payee’s signature cannot be obtained, payment can be authorized by the appropriate Departmental Representative signing and dating in the “Authorized Official” section.
Guidelines to Completing Forms

Special Payment Authorization (SPA - Form 102A)

**Department Responsibilities**

5. Complete Description of the Commodities or Service
   - Enter a description for each Commodity (description should be detailed enough for auditors to readily ascertain payment constitutes University expense)
   - Complete the Quantity, Unit and Unit Price when applicable
   - Enter the Amount for each commodity or service
   - NOTE any comments or special instructions
   - Enter the Total Amount of all the commodities or services

6. Enter the Distribution/Enclosure Code (see back of SPA form for code listing)

7. Emboss the account authorization card on the SPA and sign and date

8. Forward SPA and all supporting documentation to Dean or Director for approval
Guidelines to Completing Forms

Special Payment Authorization (SPA - Form 102A)

Department / Dean or Director Responsibilities

9. Review SPA for accuracy and completeness:
   a. Approve SPA by signing and forwarding to Disbursements
   b. If not approved return to traveler with an explanation of corrective action

10. If SPA is approved, enter the encumbrance into Banner and record the encumbrance information (Index, Fund, Organization, Account and Program) on the SPA

11. Identify the person who entered the encumbrance and the date

12. Forward approved White copy of the SPA and all supporting documents to Disbursements, the Green copy of the SPA is retained by the Department