

Checks for UP Registered Student Organizations (ASA) Non-PO Invoice

Associated Student Activities (ASA) has agreed to have all checks made payable to Associated Student Activities:

Vendor 860023335 Associated Student Activities

In the Text Field – item 6 below – you must indicate the name of the student organization and their ASA org number. So, in the example, below, instead of typing in "Honorarium Payment", you would enter:

* International Affairs and Debate Association – ASA # 0380

This will then print on the check so that ASA can credit the funds to the correct student organization.

Park Vendor Invoice: Company Code 1855

The screenshot shows a web-based form for a vendor invoice. At the top, 'Document type' is set to 'KR (Vendor Invoice)'. There are checkboxes for 'Doc. Currency' and 'Calculate Tax'. The 'Amount' field contains '7999.99' and the currency is 'USD'. The 'Text' field is highlighted with a red border and contains the text 'Honorarium Payment'. A yellow circle with the number '6' is positioned below the 'Text' field, with a red arrow pointing to it. Other fields include 'Tax Amount', 'Branch number', 'Company Code: 1855 Penn State University University Park', and 'Lot No.'. At the bottom, it says '0 Items (Screen Variant : PSU EV60 Layout)'.

Step	Action
	The Text field can be filled with up to 50 characters. This can be used to describe the reason for payment.
6.	Honorarium payment is typed in the Text field.

Step	Action
	Note: The Text field can be used to help the vendor identify the reason for payment. When entering an asterisk (*) before the text, this information will be output on the payment advice.
	Enter is pressed.