NOTE: Training videos are available for processes completed in Viking Shoppes, access [www.ecsu.edu](http://www.ecsu.edu), go to Employee Portal, Viking Shoppes, under New Users click Training Videos and Other Resources.

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| I need to initiate payment: | Where do I start: | I have questions about this process. Who do I contact? |
|  |  | Purchasing Dept  Legal Affairs |
| **Contract**  (originate) | Viking Shoppes |
| **NON-ECSU Student Stipend & Non-ECSU Payments** | Viking Shoppes | Contracts & Grants –  \*Form location:   * Inside ECSU * Business and Finance * Forms and Documents * Contracts & Grants (gray) * Stipend Payment Certification (PDF) |
| **Purchase ≥ $5,000.00** | Viking Shoppes | Purchasing Dept |
| **Purchase ≤ $4,999.99** | P-Card | Purchasing Dept |
| **ECSU Student Stipend** | Form Location:   1. ECSU website 2. Inside ECSU 3. Human Resources 4. Talent Management 5. Forms and Docs 6. Student Employment Personnel Action Form | Human Resources |
| **Invoice to be paid.**  \*An Unauthorized Purchase form should be attached in your requisition if you did not receive prior approval to make this purchase. | Viking Shoppes | Purchasing Dept |
| **Release Time** | Form Location:   1. [www.ecsu.edu](http://www.ecsu.edu) 2. Inside ECSU 3. General Information menu click Business and Finance 4. Forms and Documents 5. Contracts and Grants, Forms 6. Release Time RFPA (PDF) | Office of Sponsored Programs  Contracts and Grants |
| **Supplemental Pay** | Form Location:   1. [www.ecsu.edu](http://www.ecsu.edu) 2. Inside ECSU 3. General Information menu click Human Resources 4. Talent Management 5. Forms and Documents 6. Supplemental Pay Form 7. Complete electronic form  * Banner # - my Banner ID * Email Project Director -my email * Employee supervisor – your boss’ email * Budget Approver – Select email that says “fund code begins with 5” * Select Dean/Dept Head * Select VC/Dept Head * Submit   This is only a request for the form. The supplemental Form will be sent via email. | Human Resources  Contracts and Grants  Office of Sponsored Programs |