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 DeptLegal 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 ProgramsContracts 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 GrantsOffice of Sponsored Programs |