

Soroptimist International of Tahoe Sierra

**Payment Request - DIVVY**

Use this form to upload payment request into Divvy. (See instructions below)

Payment will follow within 21 days.

Payable to: \_\_\_\_\_ Date: \_\_\_\_\_

Attention (c/o): \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Committee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Line item: \_\_\_\_\_ (Must match budget)

**Detailed Information / Reason for payment**

Additional information about this payment request: \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Member's name

Budgeted expense Yes  No

If no, Board approved on \_\_\_\_\_ Amount \$ \_\_\_\_\_

Club approved on \_\_\_\_\_ Amount \$ \_\_\_\_\_

Instructions:

- If you are not the committee chair, fill out this form and email to the committee chair for upload to Divvy.
- If you are the committee chair
  1. If you have an invoice from a vendor such as Harrah's or Redwood printing, simply upload the invoice to Divvy. No voucher needed.
  2. If you received this form from another member and this expenditure is part of your budget, upload this form to Divvy.
  3. If you are requesting a payment to an organization we support or to an individual for an award, make the request in Divvy. No voucher needed.

Steps for uploading to Divvy:

1. Login and click on Bill Pay on the left menu
2. Click on Vendors to make sure your vendor is in the system. Use the search box at the top to locate your vendor. If the vendor isn't there, send an email to the appropriate treasurer (Service or General) asking them to add the vendor. Be sure to include the mailing address in your email.
3. Click on Invoice
4. Add New Invoice
5. If you are uploading a voucher or a vendor invoice, drag and drop the invoice where indicated.
6. If no voucher is needed (see above), Click on "Continue without invoice image" in lower right.
7. Fill out all the fields:
  - a. Select Vendor from list
  - b. Invoice number. If none, use committee name or abbreviation such as DIBI for Dream It Be It
  - c. Invoice amount – this is the amount of the check
  - d. Invoice date
  - e. Due date – usually 30 days, but you can select another date
  - f. Budget – This is your committee
  - g. Category – This is the line item that your budget belongs to such as Awards to Organizations or Food & Beverage
  - h. Uploaded by: This is your signature and your verification that this is ready to pay
  - i. Notes: Enter anything that you think the treasurers will need to know about this payment (Optional)
8. Once all fields are filled out, click Save Invoice in the upper right. If it is grayed out, that means you missed a required field.

Your invoice will now show up in the list as unpaid. A treasurer will prepare it for payment and the President or Vice President will fund the payment.

**IMPORTANT:** The first time a vendor gets a payment through this system, they will receive a phone call from CPayPlus (805 area code) asking them how they would like to be paid. They can choose paper check, ACH deposit into their account, or credit card payment (usually only for outside vendors). They will only have to do this once and the system will send them that type of payment every time after that. Please let your recipient know to be on the lookout for this phone call.