



UNIT

SHARED SERVICES CENTER

CENTRAL OFFICES

START

The department determines that they need to submit one of the following:
Invoices, Miscellaneous Payments, R*Stars Payments, Honorariums, Stipends, Memberships/Registrations (where the P-Card is not accepted), Student Cultural Events, Subaward payments

The department is responsible for supplying any supporting documentation that is required depending on the sub-type of the payment request

Department submits AAOU SSC RT ticket and provides the supporting documentation that is required based on the sub-type of the payment request:

Unit checks ticket for accuracy/approval.

Unit Approves

Unit cancels ticket

Grant Approval(1253 & 1263 Only)

Preparer vets ticket for accuracy and approval.

AAOU SSC processor initiates and fills out the Payment Request form or Sub-Award Payment form in PAW Procurement and submits for SSC level approval

SSC Approver conducts thorough review of all information in PAW.
SSC Approver reviews supporting documentation.

Corrections Needed

Payment Request is reviewed by central offices

The invoice is sent to the State for distribution
The vendor typically receives payment in 4-6 weeks at this point in the workflow

END