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

I need to initiate payment:	Where do I start:	I have questions about this process. Who do I contact?
Contract (originate)	Viking Shoppes	Purchasing Dept Legal Affairs
NON-ECSU Student Stipend & Non-ECSU Payments	Viking Shoppes StipendPaymentCertificationForm (1).pd	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 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 2. Inside ECSU 3. General Information menu click Human Resources 4. Talent Management 5. Forms and Documents	Human Resources Contracts and Grants Office of Sponsored Programs

	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.	