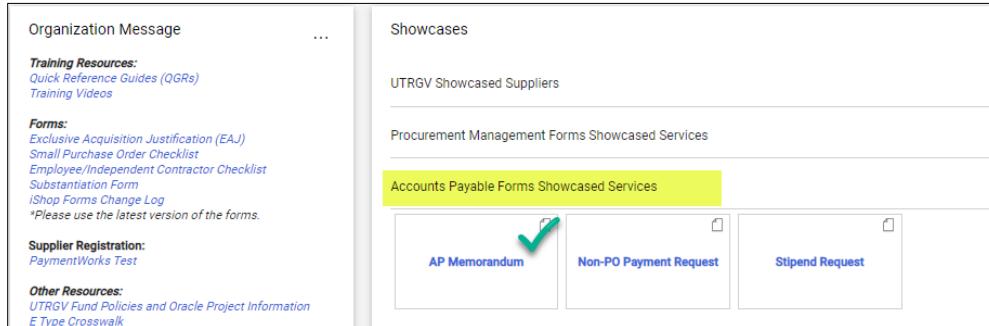


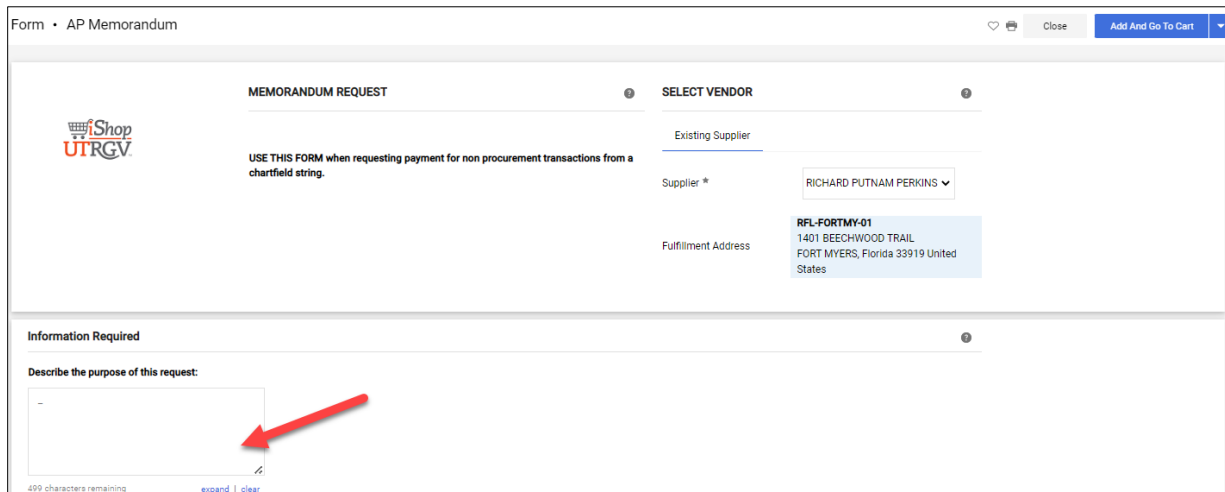
The purpose of this document is to guide UTRGV users on how to create and submit an AP memorandum for non-procurement transactions. Log in to my.utrgv.edu using your UTRGV credentials.

1. Select the **PeopleSoft** application icon.
2. Select the **Jaggaer iShop Sign In** tile.
3. Open the AP Memorandum for located in the Accounts Payable Forms Showcased Serviced section.



The screenshot shows the UTRGV iShop homepage. On the left, there is a sidebar with links for Training Resources, Forms, Supplier Registration, and Other Resources. The main content area is titled 'Showcases' and contains several sections: 'UTRGV Showcased Suppliers', 'Procurement Management Forms Showcased Services', and 'Accounts Payable Forms Showcased Services'. The 'Accounts Payable Forms Showcased Services' section is highlighted in yellow and contains three tiles: 'AP Memorandum' (with a green checkmark), 'Non-PO Payment Request', and 'Stipend Request'.

4. Enter a detailed description and purpose of the payment request.



The screenshot shows the 'Form - AP Memorandum' page. The 'MEMORANDUM REQUEST' section is active, showing a text area for 'Describe the purpose of this request:'. A red arrow points to this text area. The 'SELECT VENDOR' section is also visible, showing a dropdown menu for 'Supplier *' with 'RICHARD PUTNAM PERKINS' selected, and a 'Fulfillment Address' field with 'RFL-FORTMY-01' and '1401 BEECHWOOD TRAIL, FORT MYERS, Florida 33919 United States' entered. The 'Information Required' section is also visible, showing a text area for 'Describe the purpose of this request:'.

5. Enter the Payee Information & Chartfield details.
 - a. Payee name-the person the check will be made out to
 - b. Mailing Address-payees current mailing address
 - c. Invoice number- the appropriate invoice or receipt number attached to the form. If an invoice number is not available, use the following format:
 - a. Memo date
 - b. First 3 letters of Payee Name, for example:
 - i. Payee name **Hector**, invoice number is **05012023HEC**
 - d. Include the amount paid out.
 - e. Indicate if the payee is a nonresident alien.
 - f. If the payee is a student, enter the student ID, if he/she is not, enter **N/A**.
 - g. Enter the account, fund, speedtype and department code which is responsible for payment.
 - h. If the payee is NOT picking up the check in person, please include their updated mailing address.
 - i. Click on **Add** to include any supporting documents that support this payment request. Examples include receipts, invoices, and/or department memos.

Form • AP Memorandum Close Add And Go To Cart

Payee Name *	<input type="text"/>
Mailing Address *	<input type="text"/>
Invoice Number *	<input type="text"/>
Amount *	<input type="text"/>
Is Payee a Non Resident Alien? *	<input type="radio"/> No <input type="radio"/> Yes
Is the Payee a UTRGV student? *	<input type="text"/>

If "Yes", please enter UTRGV Student ID, otherwise enter N/A

Account *	<input type="text"/>
Fund *	<input type="text"/>
Speedtype *	<input type="text"/>
Department Code *	<input type="text"/>

For check pick up, please provide UTRGV contact name and telephone number. (Note: If pick up information is not provided, check will be mailed out.)

300 characters remaining expand clear

Internal Attachments Add

Total 0.00 USD

6. Click on **Add And Go to Cart** button on the top right.

Close Add And Go To Cart

REFERENCE GUIDE: HOW TO AN AP MEMORANDUM

7. Enter the applicable commodity code. Use the search icon to list all codes.
 - Do not use code 00000000 unless this is for travel related requisitions.

Shopping Cart • 3764336

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

RICHARD PUTNAM PERKINS - 1 Item - 25.00 USD

SUPPLIER DETAILS

Item Catalog

1

AP Memorandum

ITEM DETAILS

Commodity Code

00000000

Missing Commodity

Commodity Code Search

Code starts with... Description contains... Filter Clear All Filters

Page 1 of 200 1-20 of 4000 Results 20 Per Page

Code	Description
0	
00000000	Missing Commodity
10000000	Live Plant and Animal Material and Accessories and Supplies
10100000	Live animals
10101500	Lab Research Animals
10101501	Cats
10101502	Dogs
10101504	Mink

8. Click **Proceed to Checkout** on the top right.

Assign Cart Proceed To Checkout

9. Select the edit icon to edit the Accounting Codes

Edit Accounting Codes

Accounting Codes

Speed Chart *	Account *	Department	Cost Center	Project-Activity	TIBH *	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
0000000227	67606	102000	No Value	0000000227-1	N/A	N/A	

★ Required fields

Save Close

Accounting Codes

click to edit

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
0000000227	67606	102000	no value	0000000227-1	N/A	N/A	no value
Test Jaggar	Fee Others	Athletics		GRANT_0000000227-Activity Test	Not Applicable	Not Applicable	

What's next for my order?

Next Step Project/Grant Review

Approvers

Approver, Jane
Approver, Sally
Approver, Ted
Cross, Sue
Srivastava, Sachin

Workflow

- Accounting code information WILL NOT be used to charge the AP voucher. This information will only to used to route for approval. Accounts Payable will charge the CHARTFIELD INFORMATION provided on the AP Memorandum.
- Insert speed chart to route for Project Manager approval.
- Use standard code 67606
- TIBH will default once the account is selected.

10. Click on Save
11. Click on Place Order