Local Checking Account Reimbursement

**Step one:** A one-time setup is necessary to add your office as a miscellaneous payee. Have your local checking account banking information ready when setting up the miscellaneous payee.

**Step two:** Create Miscellaneous Payment Request for the reimbursement.

### Step 1:

1. **Create a Miscellaneous Payee** with your office as the **Miscellaneous Payee Name**.
   a. EX: OSU Extension XXXX County
   b. **DO NOT** check Single Use Payee.
2. Select **Affiliate** in the **Miscellaneous Payee Category** drop down.

### Step 2:

1. Search **Create Miscellaneous Payment Request**.
2. Enter **Primary Information**
   a. **Payee**: Search for your **county name** that was previously created.
   b. **Payment Type**: EFT
   c. **Request Category**: Affiliate Payment
   d. **Handling Code**: RE_Regular

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**Summarizing the Key Points**

- **Step one** involves setting up the miscellaneous payee.
- **Step two** requires creating a payment request.

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**Contact Information**

- Complete each tab **Contact Information**, **Tax Information**, **Settlement Bank Account**, **Alternate Name**, **Attachments** **BEFORE** hitting OK at the bottom.
- Select **Primary** when prompted on each field under **Contact Information**.
- **Settlement Bank Account** information must be added before submission.
  - The University would prefer to pay via ACH/EFT instead of check. Please include the EFT setup information.
- **Attachments**: Attach page 1 of the vendor setup form to verify your office address, contact information, and EIN 31-6025986.

**EX:** MSC-0000004303
3. Enter **Payment Details**
   a. **Memo:** Type **Extension checking replenishment**

4. Next go through and add your **Lines** and **Attachments**.
   a. **Lines:** Add expense lines, as necessary.
   b. **Attachments:** Attach receipts with check # written on them to document the expenses.

5. Click **Submit** at the bottom.