

Researching RFP Payments (3 Pages)

Has an RFP been paid? To answer this question you would access the Employee Portal and select the Request for Payment application. Click on the Inquiry option



Request For Payment

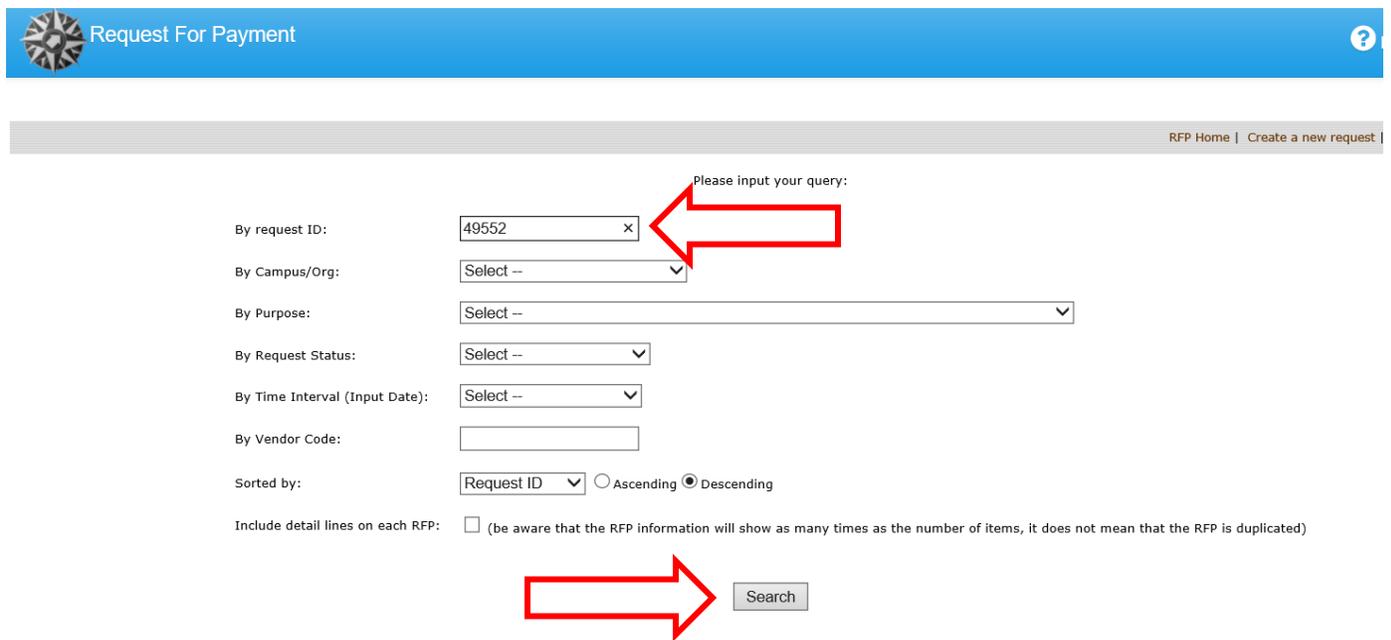
RFP Home | Create a new request | **Inquiry** | Approval

- ◆ RFP Accounting
- ◆ Create a new RFP
- ◆ **Inquiry**
- ◆ Vendor Look up
- ◆ Approval

[Click here to view history requests](#)

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The screen below will appear. Input the number of the RFP you are researching and click on the Search button



Request For Payment

RFP Home | Create a new request | ?

Please input your query:

By request ID:

By Campus/Org:

By Purpose:

By Request Status:

By Time Interval (Input Date):

By Vendor Code:

Sorted by: Ascending Descending

Include detail lines on each RFP: (be aware that the RFP information will show as many times as the number of items, it does not mean that the RFP is duplicated)

Continued on next page

The RFP you are researching will appear below the Search Button. You can click on Payment Info to see if the RFP has been paid. If it has, a box will pop up indicating the payment date and payment number. If it does not, you can click on view detail to see where the RFP is sitting.

Please input your query:

By request ID:

By Campus/Org:

By Purpose:

By Request Status:

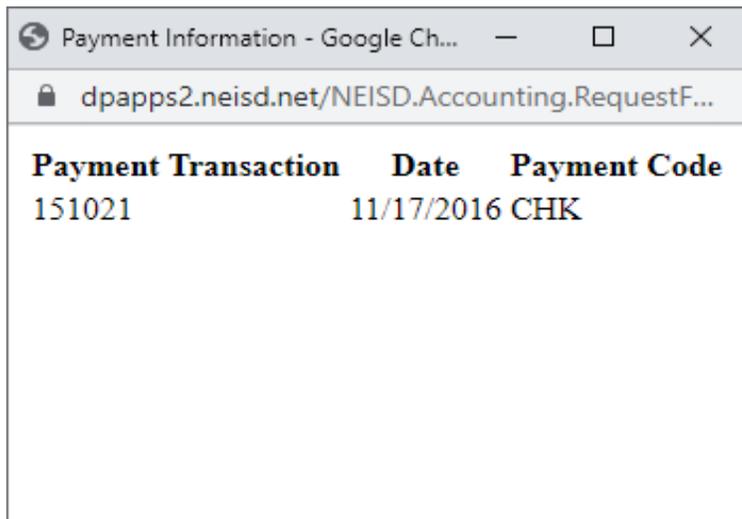
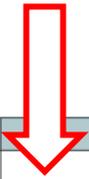
By Time Interval (Input Date):

By Vendor Code:

Sorted by: Ascending Descending

Include detail lines on each RFP: (be aware that the RFP information will show as many times as the number of items, it does not mean that the RFP is duplicated)

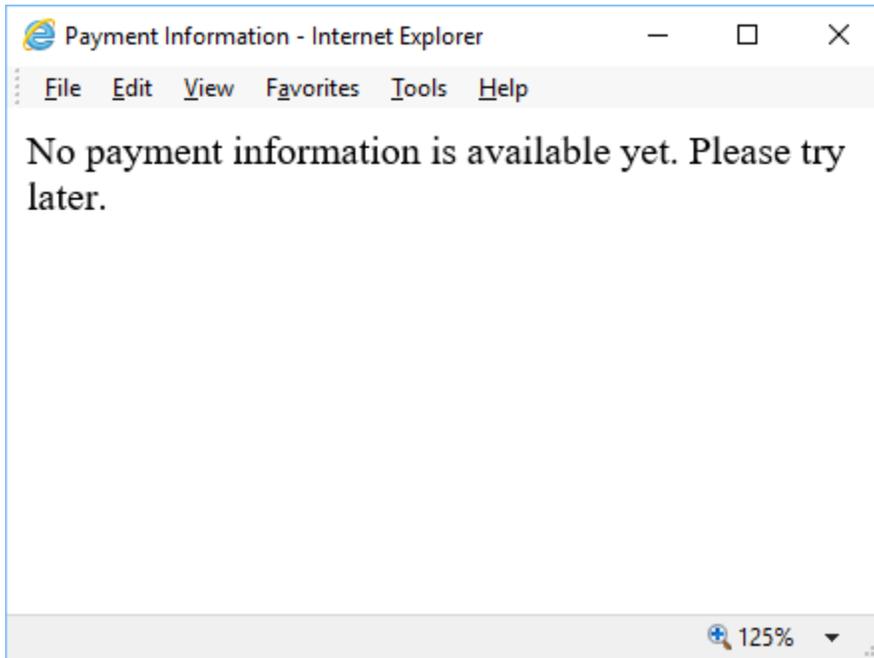
	Request ID	Campus	Vendor Info.	Purpose/Exception	Status	Submit Date	Total Amount	
View Detail	49552	828	Vendor Code: 33540 TEXAS EDUCATIONAL SOLUTIONS 305 ROLLING GREEN DR AUSTIN, TX 78734	Registrations	Approved	11/16/2016 3:40:14 PM	\$250.00	Payment Info
1								



If there is payment info for that RFP, the box above will appear and includes the payment code. CHK is check, CBC is Commerce Bank Card (VISA), ACH is direct deposit, and APC is Accounts Payable Card(AMEX). The only payment transaction number that should be given to the vendor is for CHK (checks).

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If the RFP has not been paid, you will get the box below:



Please input your query.

By request ID:

By Campus/Org:

By Purpose:

By Request Status:

By Time Interval (Input Date):

By Vendor Code:

Sorted by: Ascending Descending

Include detail lines on each RFP: (be aware that the RFP information will show as many times as the number of items, it does not mean that the RFP is duplicated)

	Request ID	Campus	Vendor Info.	Purpose/Exception	Status	Submit Date	Total Amount	
View Detail	80004	903	Vendor Code: 43162 ON-SITE FUELS 909 NE LOOP 410 STE 820 SAN ANTONIO, TX 78209	Request for Exception: Purchase Order required but not processed prior to purchase VENDOR NAME CHANGE AND NEW W-9, ATTACHED INVOICE DATED PRIOR TO NEW PO	In process	2/12/2024 8:18:16 AM	\$2,686.97	Payment Info
1								

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[Print](#)

RFP Request Detail			
Request ID:	80004	Submit Date:	02/12/2024
Input By:	Vincent Casiano - 903	Requested By:	Vincent Casiano - 903
Vendor Information:	Vendor Code: 43162 ON-SITE FUELS 909 NE LOOP 410 STE 820 SAN ANTONIO, TX. 78209		
Request Purpose:	Request for Exception: Purchase Order required but not processed prior to purchase : VENDOR NAME CHANGE AND NEW W-9, ATTACHED INVOICE DATED PRIOR TO NEW PO -		
	Special instruction input by user: NO SPECIAL INSTRUCTIONS		
Estimated Check Date:	N/A		
Separated Check Required:			



[Click here to view supporting documents in DocuWare](#)

Budget Code	Amount	Description
199-34-9000-903-6311-0000	\$2,686.97	INVOICE# 71882, 02/08/2024
	Total: \$2,686.97	

Approval Processing	Status	Processing Date	Comment
WHARRI3@NEISD.NET	Waiting for approval		
VRUEDA@NEISD.NET			