

ATLANTA'S JOHN MARSHALL LAW SCHOOL
STUDENT BAR ASSOCIATION

PAYMENT PROCESSING PROCEDURES

Administrative Procedures and Documentation Standards

Effective Date

_____ August 1, 2026 _____

Responsible Office

Office of Student Affairs (OSA) / Student Bar Association (SBA)

Document Status

Administrative Procedure

Quick Reference

Two payment pathways: Advance/Check Requests and Reimbursement Requests.

Request Type	Required Form	Core Documentation
Advance / Check Request	Advance Request Form	Invoice/retailer printout; W-9 when vendor is paid directly
Reimbursement Request	Reimbursement Form	Receipt; invoice and proof of payment when applicable

Processing dates: the 15th and 30th of each month. Submit check requests at least five business days before the applicable processing date.

1. Purpose

These procedures establish a consistent process for requesting, reviewing, documenting, and processing payments associated with Student Bar Association activities and purchases.

The procedures are intended to ensure that payment requests contain sufficient supporting documentation, vendor information is complete, and requests are submitted in sufficient time to meet the established payment-processing cycles.

2. Types of Payment Requests

- Advance/Check Requests – used when funds are requested in advance of a purchase or when payment is to be made directly to a retailer or vendor.
- Reimbursement Requests – used when a student has already made a purchase and is requesting reimbursement.

Each request must be submitted using the appropriate form generated by OSA/SBA.

3. Advance/Check Request Procedures

Step 1 – Complete the Advance Request Form

The requesting student or SBA representative must complete the required Advance Request Form generated by OSA/SBA.

Step 2 – Provide Vendor Documentation

Attach a complete invoice or printout from the retailer/vendor. The documentation must clearly identify:

- Retailer/vendor name.
- Itemized list of requested purchases.
- Amount for the requested items.
- Applicable taxes.
- Total amount due.

The total amount, including taxes, requested on the Advance Request Form must agree with the total shown on the invoice or retailer printout.

Documentation standard: All invoices and printouts must be legible and easy to read.

Step 3 – Vendor-Direct Payments

When an advance request is being paid directly to a vendor:

- A completed W-9 Form must be obtained from the vendor before payment is made.
- A separate Advance Request Form must be completed for each vendor.

Step 4 – Payment and Receipt Submission

After the check has been generated and submitted to SBA for an advance-request payment, the student must provide the receipt demonstrating proof of payment to the applicable retailer or vendor.

A subsequent advance request will not be generated for the student until the required receipt from the previous advance is provided.

4. Reimbursement Request Procedures

Step 1 – Complete the Reimbursement Form

The student must complete the required Reimbursement Form generated by OSA/SBA.

Step 2 – Attach Proof of Payment

Attach a complete receipt as proof of payment. The receipt must demonstrate the correct amount actually paid. Documentation must be legible and easy to read.

Step 3 – Reimbursement of Vendor Payments

When a student has paid a vendor directly, the reimbursement request must include:

- A copy of the invoice identifying the items purchased and the amount; and
- A copy of the receipt showing proof of payment.

5. Required Invoice Information

Required Information	Requirement
Vendor Name	Name of the retailer/vendor
Vendor Address	Complete vendor address
Invoice Number	Vendor-assigned invoice number
Invoice Date	Date the invoice was issued
Payment Due Date	Date payment is due
Description	Description of items/services purchased
Amount	Amount associated with the purchase

Taxes

Applicable taxes, if any

Total Amount Due

Total amount owed, including applicable taxes

6. Vendor W-9 Requirements

When a vendor is required to submit a W-9, the vendor must complete the form in its entirety. Before payment is processed, verify that the W-9 contains:

- The vendor's complete address.
- The vendor's Taxpayer Identification Number (TIN) or Social Security Number (SSN), as applicable.
- The vendor's signature.

A W-9 must be received before payment is made to the vendor when the payment is being made directly to that vendor.

7. Payment Processing Schedule

SBA check requests are processed on a semi-monthly schedule, with processing occurring by:

- The 15th of each month.
- The 30th of each month.

To allow sufficient processing time, check requests should be submitted at least five business days before the applicable processing date.

Requests submitted fewer than five business days before a processing date may be moved to the next processing cycle.

Processing Date	Recommended Submission Deadline
15th of the month	At least 5 business days before the 15th
30th of the month	At least 5 business days before the 30th

Business-day deadlines should be calculated with consideration for weekends and applicable school holidays/closures.

8. Payment Request Review Checklist

Advance / Check Request

- Advance Request Form is complete.
- Complete invoice/retailer printout is attached.
- Vendor/retailer name is shown.
- Items are itemized.
- Taxes are identified, if applicable.
- Total on the request matches the invoice total, including taxes.
- Documentation is legible.
- W-9 is attached when payment is being made directly to a vendor.
- A separate Advance Request Form is prepared for each vendor.
- Request is submitted at least five business days before the applicable processing date.

Reimbursement Request

- Reimbursement Form is complete.
- Complete receipt is attached.
- Receipt confirms the actual amount paid.
- Documentation is legible.
- If applicable, invoice identifying the purchased items and amount is attached.
- Proof of payment is attached.
- Request is submitted in sufficient time for the applicable processing cycle.

9. Post-Payment Documentation

Students receiving an advance are responsible for providing the receipt demonstrating proof of payment to the retailer or vendor after the payment has been made.

The receipt should be retained and submitted promptly because a subsequent advance request will not be generated for the student if the receipt from the prior advance has not been provided.

10. Incomplete Requests

Payment requests that do not contain the required forms or supporting documentation may not be processed until the missing information is provided.

- Missing or incomplete Advance Request or Reimbursement Form.
- Missing invoice.
- Missing receipt or proof of payment.
- Invoice totals that do not agree with the amount requested.
- Illegible documentation.
- Missing vendor information.
- Missing W-9 when required.
- Failure to provide documentation from a previous advance.

Incomplete submissions may result in additional processing delays, including movement to the next processing cycle.

11. Roles and Responsibilities

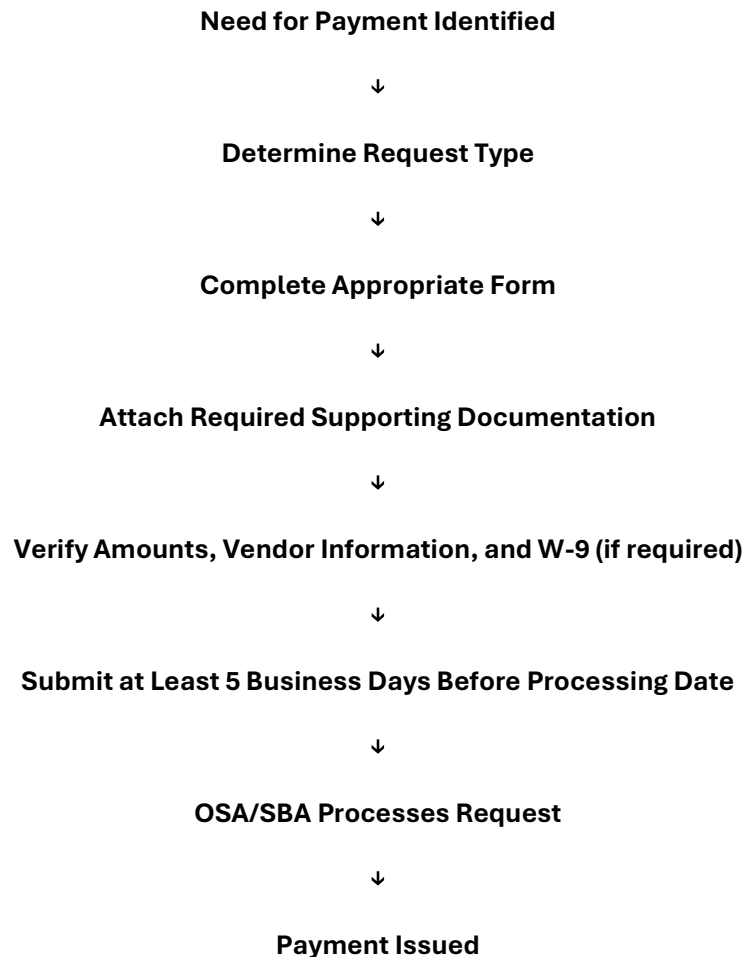
Requesting Student / SBA Representative

- Complete the appropriate payment request form.
- Provide accurate information.
- Obtain required invoices, receipts, and vendor documentation.
- Ensure documentation is legible.
- Obtain a completed W-9 when required.
- Submit requests within the established processing timeframe.
- Provide proof of payment following an advance.

OSA/SBA

OSA/SBA is responsible for receiving and processing payment requests in accordance with the established procedures and processing schedule.

12. Payment Workflow





For Advances: Submit Receipt / Proof of Payment



Request File Completed

13. Administrative Note

These procedures establish the requirements reflected in the source instructions for forms, invoices, receipts, W-9 documentation, and processing deadlines. The source instructions do not specify additional approval thresholds, authorized approvers, prohibited expenditures, budget-authority requirements, retention periods, or appeal/escalation procedures. Those provisions should be added only if established by AJMLS, OSA, SBA bylaws, or another governing policy.