Creating a Requisition for JP Morgan Digital Pay

All Employees

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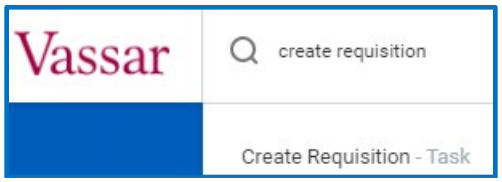
Because this requisition type does not have a dollar amount filled in, certain requests will need an email approval attached to requisition:

Over $1,000 – needs Direct Report to Senior Officer approval

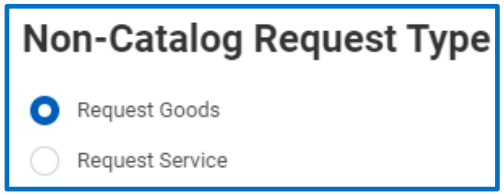
Over$5,000 – needs Senior Officer approval

Over $50,000 – needs CFO approval

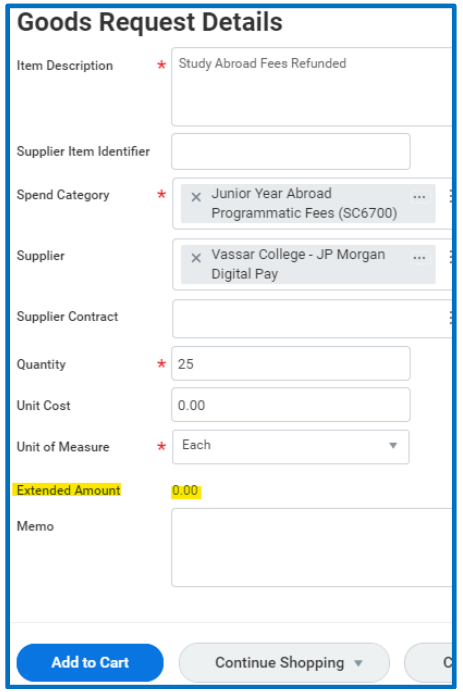
1. Type **"Create Requisition"** in the Workday search box and click the Create Requisition Task.



2. Select the drop-down menu under **Requisition Type** and select the **JP Morgan Digital Pay Request**.
3. Enter the Budget information at the bottom. If you need to split between multiple budgets, you can enter that during **Checkout**.
4. Click **OK**.
5. Select **Request Non-Catalog Items.**
6. For **Non-Catalog Request Type**, select **Goods**.



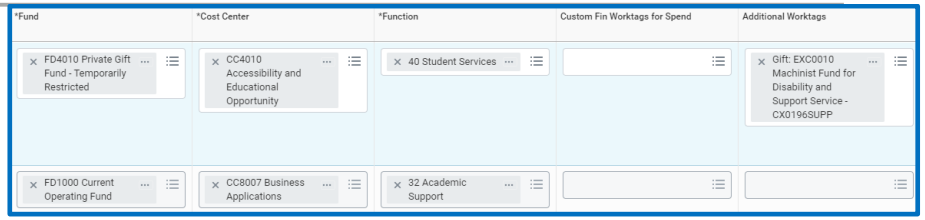
7. In **Description,** enter the purpose of the request, number of checks and total dollar amount. ***Example: Study Abroad Refund 25 checks totaling $2,500.***
8. Enter **Spend Category**
9. **Supplier** choose **Vassar College - JP Morgan Digital Pay** from the drop-down menu.
10. For **Quantity** enter the total number of checks you are requesting.
11. For **Unit of Measure** select Each.
12. For **Extended Amount**, leave at ***ZERO***.



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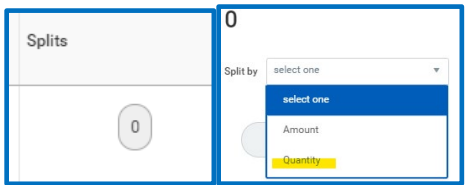
13. Click **Add to Cart**.



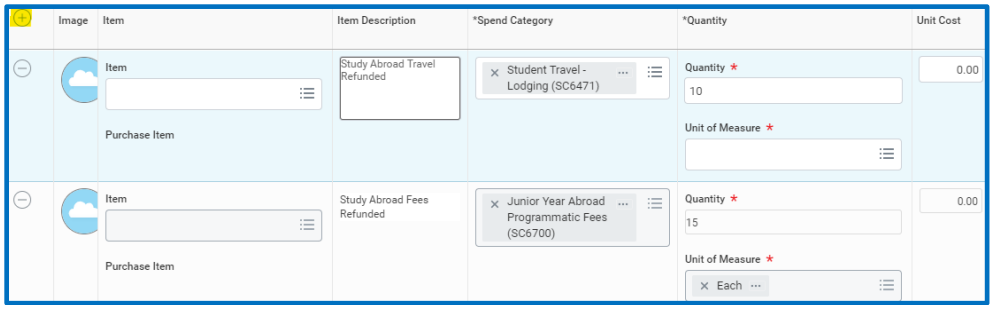
14. Click on the image of the Cart in the upper right corner to checkout and complete your order.

15. Click **Checkout**.

16. You can use the Splits option to the right to split the budget. You must split by quantity.



17. Or you can use the + to add another line. Enter the quantity of checks that will be charged to each budget. You will need to enter a Description, Unit of Measure and a Supplier on each new line added.



18. Scroll page down and click **Attachments** and add your backup. Please verify with the Accounts Payable department what is required and the preferred format.

19. Click **Submit**.