

By submitting your AP documents on this site, you agree to keep all the original documentation (receipts, etc.) on file in your office/department for one year after the close of the fiscal year.

### Entered By

Name

Email

Department

This will auto populate

### Invoice/Check Request Information

Vendor Name/Payee

Banner ID

Invoice # (optional)

Payment Type  Personal Reimbursement  Direct Bill

If reimbursing an individual please enter the name & Banner ID. Then select Personal

If paying invoice, please enter vendor name & Banner ID. Then select Direct Bill

### Accounts Payable Links

The links below will provide you with the necessary forms to complete and upload to this for approval.

- [Check Request Form](#)
- [Check Request Form Tips](#)
- [South Dakota Mines Purchasing Procedures](#)
- [How to Search for Banner ID number](#)

Links to check request form, tips, and South Dakota Mines Purchasing procedures

### Direct Bill/Check Request for Reimbursement Documents

Direct Bill/Check request for reimbursement documents should be organized in the following order and saved as a .pdf file. This file should be uploaded below.

#### Direct Bill Document Order

1. Invoice
2. Any Supporting Documentation – if applicable
3. Copy of Contract - if applicable

#### Check Request for Reimbursement Document Order

1. Check Request Form
2. Itemized Receipt
3. Proof of Payment – If not included on itemized receipt
4. Any applicable supporting documentation as required

Please scan documents in this order and upload to the site. If you have a contract, there is a second file upload option that can be used as needed

#### Accounts Payable Document

No file chosen

#### Contract (if applicable)

No file chosen

#### Additional Information

If you have comments that you need to add, please enter under Additional Information. Likewise comments from AP may be entered here

Please contact Cindy Westphal, in Accounts Payable, with any questions – Cindy.Westphal@sdsmt.edu.

To submit to AP click on Send

If your submission is good you will receive an email that the submission is approved after entry. If there is a problem with the submission, you will receive an email that it has been returned along with comments on how to resolve the issue and resubmit. If the submission is denied you will receive an email along with comments on why the submission was denied.