



Requesting Payment – How to Draw Funds from the Payment Management System (PMS)

REQUESTING PAYMENT

Payment requests may be made as often as needed: daily, weekly, monthly or bi-monthly. However, funds must be spent within three business days! *We suggest doing a draw after the funds are spent if you can carry the expenses until your financials are completed for the period.*

In accordance with Department of Treasury regulations, federal cash MUST BE DRAWN SOLELY TO ACCOMMODATE YOUR IMMEDIATE NEEDS ON AN "AS NEEDED" BASIS ONLY and must not be held more than three (3) working days.

REQUESTING FUNDS

1. Enter your PMS Account Number
2. Select the "Account" button

The screenshot shows the 'Request for Payment' interface. On the left sidebar, 'Request for Payment' is selected. The main area has a form with 'Account Number: Z8888G' and a 'Lookup1' button. Below the form are 'Account', 'Clear', and 'Cancel' buttons. A disclaimer at the bottom states: 'If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request. Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.'

REQUEST FOR PAYMENT

- **Payment Due Date** - Always the next business date, unless otherwise stated in your initial welcome letter.
- **Expected Disbursement** - The amount needed to pay invoices, etc.
- **Cash On Hand** - The amount remaining from a previous payment request.
- **Payment Request Amount** - The amount you are expected to receive in your bank account.

Under the "Person Requesting Funds" section:

1. Enter or Verify the First and Last Name
2. Enter or Verify the Phone Number and Email Address

Under the "Payment Details" section:

1. Enter the Payment Due Date – enter the next business day
2. Enter the Expected Disbursement Amount
3. Enter the Cash on Hand – *we enter \$0*
4. Enter the Payment Request Amount – *this amount is usually the same as Expected Amount*

The screenshot shows the 'Request for Payment' interface with the 'Person Requesting Funds' and 'Payment Details' sections. The 'Person Requesting Funds' section includes fields for First Name, Last Name, Initial, Phone No., and E-Mail Address. The 'Payment Details' section includes fields for Payment Due Date, Expected Disbursement Amount, Cash on Hand, and Payment Request Amount. Below these sections is an 'Account Details' section with fields for Account Number and DUNS, and a checkbox to verify information. A disclaimer at the bottom is the same as in the previous screenshot.

REQUEST FOR PAYMENT

1. Account Details - Verify Account # and DUNS #
2. Check the box if all information is correct and hit Continue
If you have more than one (1) Account, make sure you check the box next to the account you want to draw funds
3. Click Sub Amount
4. Verify all information is correct under account review
If you need a copy of the screen, print the screen now.
5. Select the Request Payment button.
You will not be able to go back to a previous screen after selecting Request Payment.
You will see a message reading "Done - Transaction Complete". Your payment request has now been submitted via the Payment Management System.

REQUEST FOR PAYMENT - CONFIRMATION

1. When you are done with the review, select the "Done" button.
2. You will receive a screen with the message "Done - Transaction Complete".