SINGLE PAY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET
CENTRAL SERVICES DIVISION-VENDOR REGISTRY
SFN 59583 (3-2012)

VENDOR REGISTRY USE ONLY

Date	Initials
Vendor Number	

Business Unit Number	Business Unit Name

The Single Pay Vendor allows business unit to request a repetitious payment transaction type be setup in PeopleSoft for their agency use only. This process is only for payments that are **not** 1099 reportable (i.e. refunds, non-reportable claims, loans, etc.)

Type of Payment	Account Code Used When Making These Types of Payments
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Signing this document:

- Authorizes OMB/Vendor Registry to create a single pay transaction type.
- The business unit guarantees that this single pay type will be used for the sole purpose of issuing payments of the aforementioned purpose.
- The business unit guarantees these payment types are not 1099 reportable.

Monitoring of these payments may be conducted by OMB or the State Auditor's Office to ensure the proper use of the single pay transactions.

Name of Agency Employee Requesting Access	Title
Signature of Agency Employee Requesting Access	Date
Name of Authorized Agent	Title
Signature of Authorized Agent	Date

VENDOR REGISTRY USE ONLY

Single Pay Title/Description	
Authorizing Manager	Date

Return completed form by mail to:

Vendor Registry
600 E Boulevard Ave Dept 012
14th Floor Capitol Tower
Bismarck ND 58505-0310

Return completed form electronically to:

Fax: (701) 328-0108
Email: spovendor@nd.gov

Questions:

Telephone: (701) 328-2773
Website: www.nd.gov/vr
Email: spovendor@nd.gov

Single Pay Access Request Instructions

Do not send these instructions with your completed form. The following instructions are to assist in the completion of this form.

Purpose of Form
This form is to be completed by agencies requesting a payment transaction type be setup in PeopleSoft for recurring payment types that are not reportable.

Business Unit:
Agency business unit number as assigned by OMB Fiscal.

Business Unit Name:
Agency name

Type of Payment:
Type of recurring, non-reportable, payment transactions requesting setup for.

Account Code:
General ledger account used when making these types of payments.

Vendor Registry
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14th Floor Capitol Tower
Bismarck ND 58505-0310

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