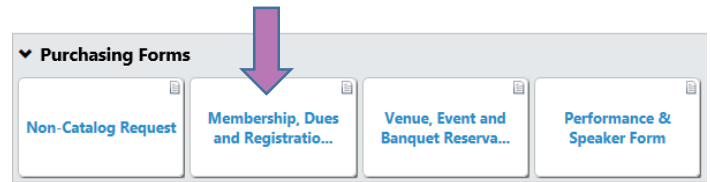


How to add a Membership, Dues and Registration Form Request

Log-in to PAW Place and go to the “Shopping” area.

- From the **Purchasing Forms** section
 - Select the **Membership, Dues and Registration Form**.



Instructions: Please attach all membership, dues or registration documentation with this form and "Assign the Cart" to your supervisor. For registrations requiring online registration/payment which exceed your P-card limit, contact Brad Budge at (801)626-7113, for purchasing card payment options. Per policy, these types of payments request supervisor approval. When the supervisor submits the cart, it indicates that the supervisor approves the payment.

Enter the required information:

- Supplier**—Enter the name or “W” number of the individual that is requesting the reimbursement.
 - Unknown Supplier**—If the individual is not set-up in PAW Place, use “Unknown” as the supplier name and complete the name/address/other information. *Do not include a social security number.* You can fax or send via campus email a vendor registration to the Purchasing Department if the individual needs to be set-up in the system.
- Member/Registration/Department Name**—Enter the name of the individual, department or organization that the payment applies to.
- What is this for?**—Select the drop-down options and select the type of payment.
- Start/End Dates of Membership/Dues/Registration:** Add the date range the of purchase.
- Product Description**—Describe the type of membership, dues or registration and the business purpose.
- Quantity**—Examples: Use “1” for a one-time payment. Use “4” for quarterly payments, etc.
- UOM**—Select “EA-Each”
- Unit Price**—the amount of **each** payment. For example, if the annual dues are \$1,200 and it is paid quarterly, select a quantity of 4 and \$300 for the unit price (4 X \$300 = \$1,200). If it is paid annually, select a quantity of 1 and \$1,200 for the unit price.
- Attachments**—attach a copy of any attachments that relate to the purchase.
 - Internal will only be seen by the Purchasing Department
 - External will be included on the Purchase Order sent to the supplier.
- Select “Add and go to Cart” then select GO** for requests with one line. Your request will be sent to the shopping cart. If there is more than one line for the request, **select “Add to cart and return”**. The form will open again with the supplier information you provided for the first item.
- When you have completed all the necessary lines for your request, you can go to the shopping cart and to complete the request.
 - Complete the accounting information (if authorized).
 - Add or verify the shipping and billing information. (See the Cart Management Guide for more information.)
- Shopper:** “Assign Cart” to a requestor or approver. This role will not be able to submit the requisition and must assign the cart.

Proceed to Checkout or Assign Cart
- Requestor or Approver:** Verify that the accounting, shipping, billing, and items requested are correct. Then “Proceed to Checkout”. Assign the cart to the supervisor, if needed to obtain the required approval. The supervisor must select “Submit Requisition.”

Submit Requisition
Assign Cart
- NOTE:** According to policy, these requests must have supervisor approval of the member or participant in the membership, registration or dues activity. The “shopping cart” must be assigned to a supervisor. The supervisor will then “Submit Requisition” to approve the request

For questions and help completing the form: Please contact the Purchasing Office at ext. 6014. You can also email purchasing@weber.edu. See <https://www.weber.edu/purchasing/pawplace.html> for more information.