

## Instructions for Section Payment Request Form

This form can be prepared on your computer, **digitally signed, digitally approved**, and **e-mailed** for processing. All receipts and other required documentation can be scanned and e-mailed along with the form. You should keep a copy for your electronic file, and you will save paper and filing cabinet space as a result. You do not need to print the form and manually fill it out.

1. Type your name & address information. (You may tab after each field).
2. Enter the expense account number(s).
3. Enter the amount(s).
4. In the date box, enter the date or pick from the calendar.
5. Type in the description of services performed.
6. Date the form.
7. You may now digitally sign your form (placing your cursor over the signature line—it will prompt you through the process). Once you complete your first digital signature, it will be saved for future use.
8. You may save the form on your personal drive or shared drive for future reference.
9. Forward the form (by e-mail) along with scanned copies of receipts, list of names, and other required documentation to the treasurer of your section.
10. Once the form is approved, the treasurer will then forward the form and attachments to Patti Schafer in the Finance department at SBM for processing.

**Note:** This form replaces any old or existing forms and should be used going forward.

If you have any questions about this form, please contact Patti Schafer at (517) 346-6362 or [pschafer@mail.michbar.org](mailto:pschafer@mail.michbar.org).