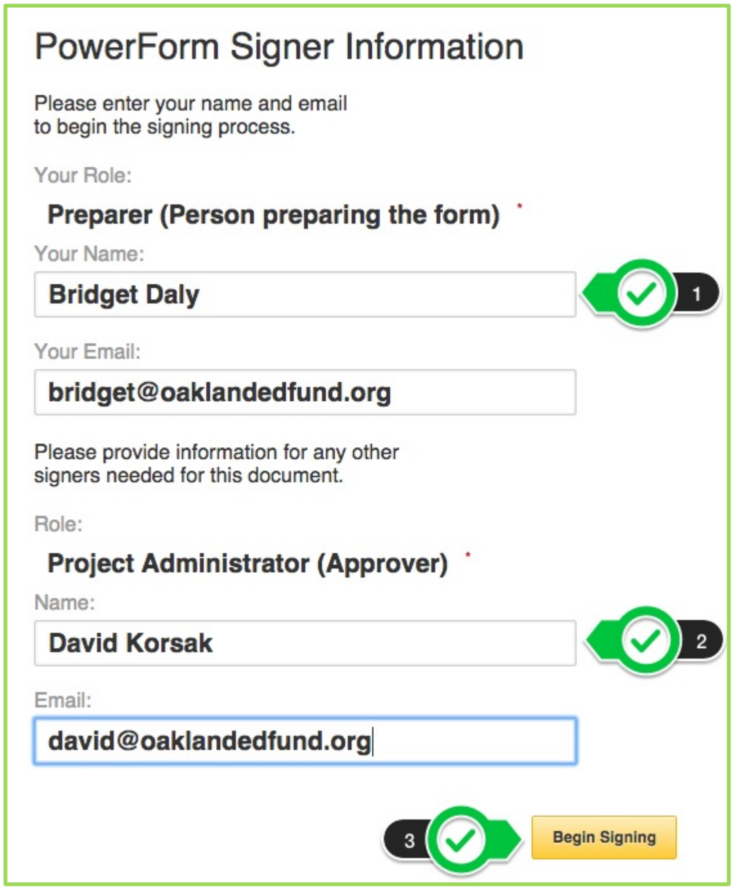
HOW TO FILL OUT THE PAYMENT REQUEST FORM

You can find the Payment Request Form at **www.oaklandedfund.org/forms**.

STEP 1

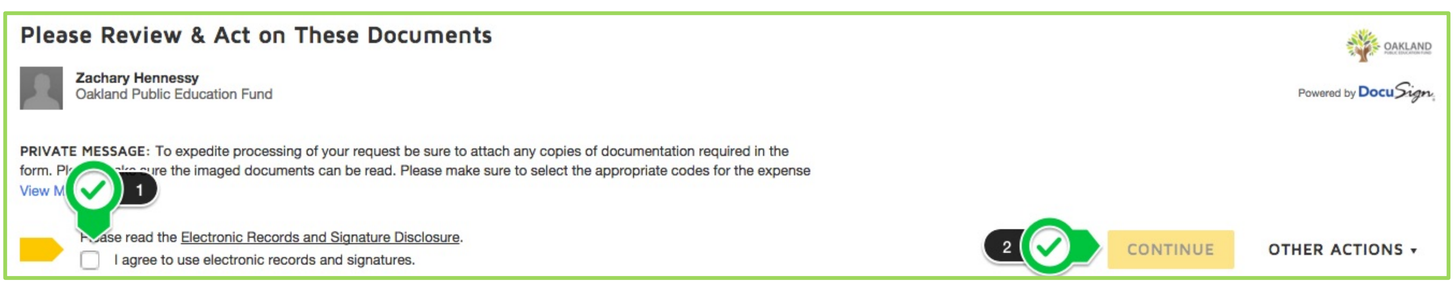


(1) Enter your name and email under the "Preparer" section.

(2) Then enter the name and email of the person approving your order under the "Project Administrator". This can be your principal, project lead or department head.

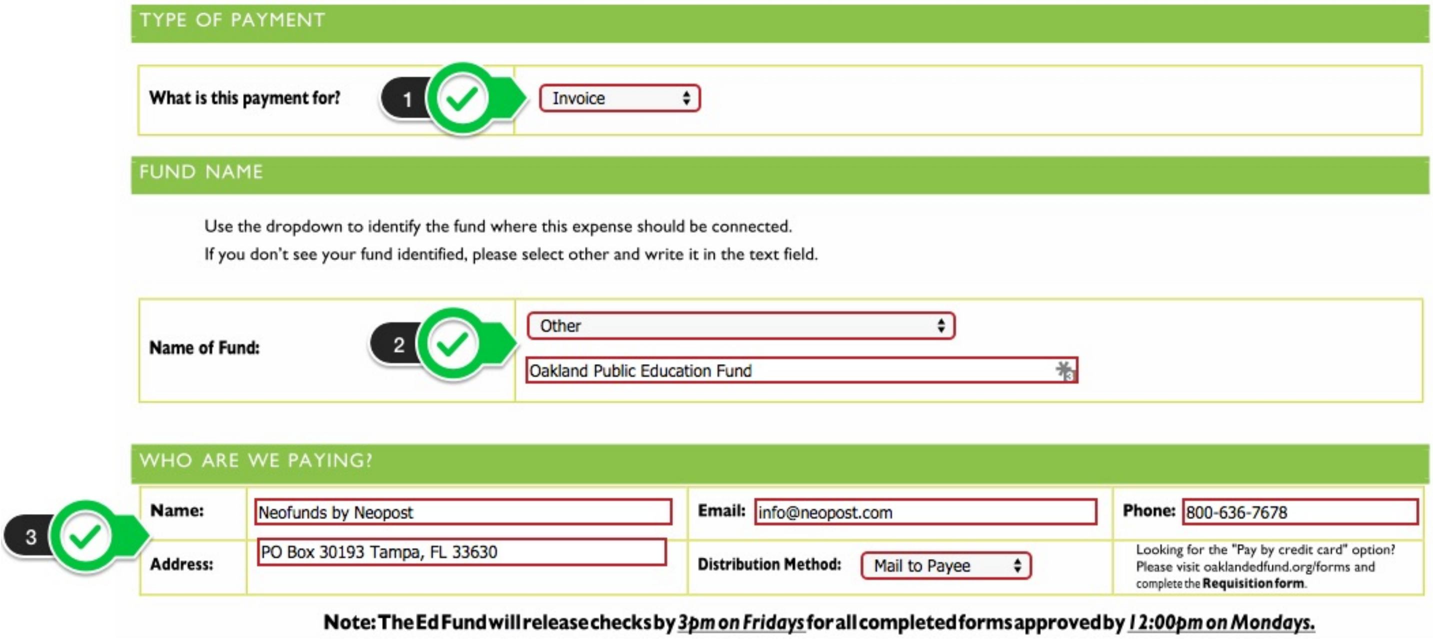
(3) Next, press the "Begin Signing" button.

STEP 2



On the next page, (1) check the box which says you agree to use DocuSign, then (2) press the "Continue" button. Note: you will not be able to fill out this form with out agreeing to use DocuSign and pressing "Continue."

STEP 3


TYPE OF PAYMENT

What is this payment for? 1 Invoice

FUND NAME

Use the dropdown to identify the fund where this expense should be connected.
If you don't see your fund identified, please select other and write it in the text field.

Name of Fund: 2 Other
Oakland Public Education Fund

WHO ARE WE PAYING?

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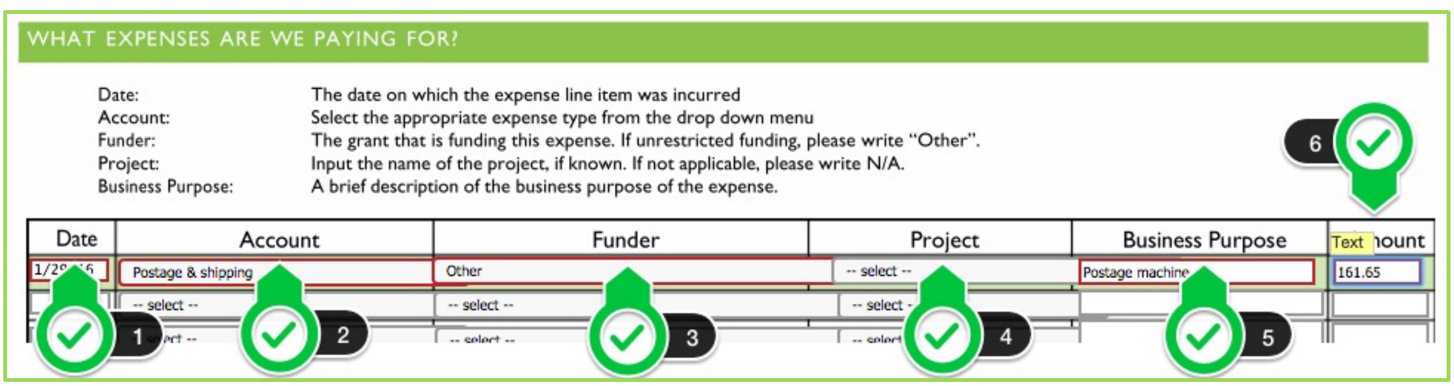
Name: Neofunds by Neopost
Email: info@neopost.com
Phone: 800-636-7678
Address: PO Box 30193 Tampa, FL 33630
Distribution Method: Mail to Payee
Looking for the "Pay by credit card" option? Please visit oaklandedfund.org/forms and complete the **Requisition form**.

Note: The Ed Fund will release checks by *3pm on Fridays* for all completed forms approved by *12:00pm on Mondays.*

Next, (1) indicate whether you would like to have an invoice paid or be reimbursed for a payment. Then (2) choose the name of your school or program from the drop down menu. If you do not see your school or program, select "Other" then type in the correct name in the text box that appears below. Finally, (3) fill in the next section with the contact and mailing information of the person or organization to be paid.

STEP 4


WHAT EXPENSES ARE WE PAYING FOR?

Date: The date on which the expense line item was incurred
Account: Select the appropriate expense type from the drop down menu
Funder: The grant that is funding this expense. If unrestricted funding, please write "Other".
Project: Input the name of the project, if known. If not applicable, please write N/A.
Business Purpose: A brief description of the business purpose of the expense.

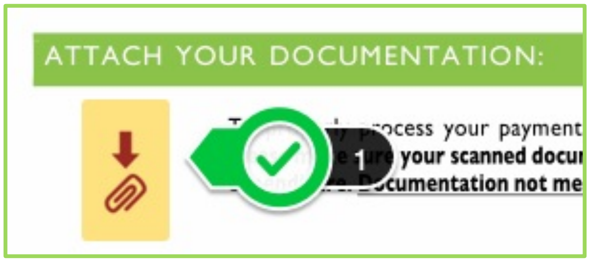
6

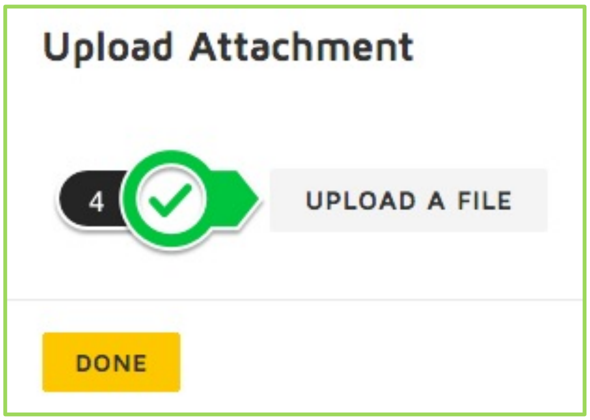
Date	Account	Funder	Project	Business Purpose	Amount
1/2[illegible]	Postage & shipping	Other	-- select --	Postage machine	161.65
	-- select --	-- select --	-- select --		

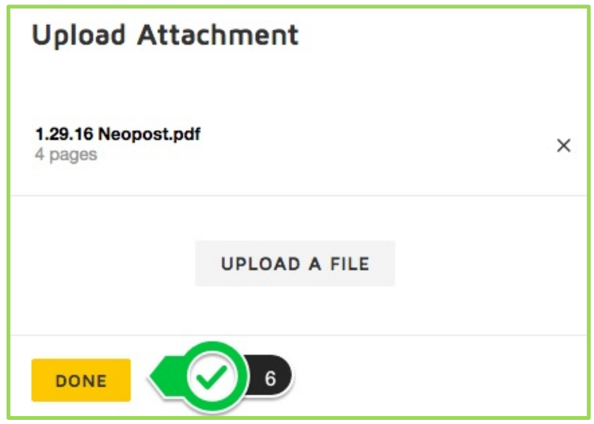
1 2 3 4 5

On the next page, (1) enter the date of the invoice or the day the purchase took place. Then (2) select from the drop down what category this expense generally falls under. (3) If a particular funder is supporting this expense you may indicate it under "Funder". (4) If this expense is for a specific project you may indicate that in the next drop down list (optional). (5) Under "Business Purpose" indicate in more details what this expense is for. Finally, (6) enter the amount to be paid.

STEP 5

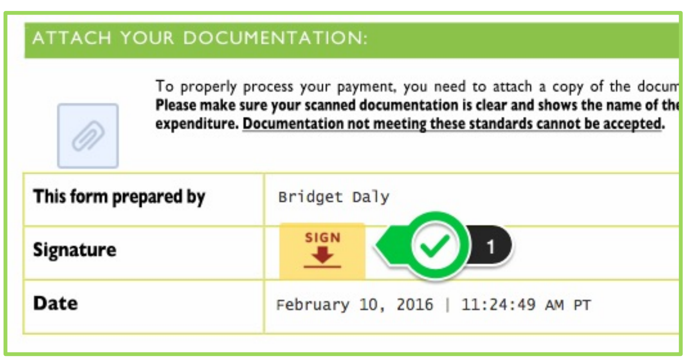


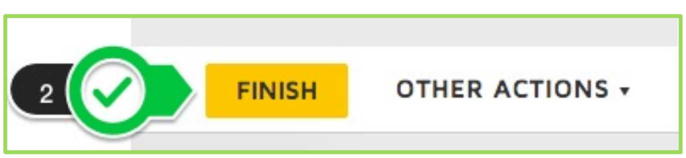




On the final page, (1) click the paperclip icon to attach a PDF copy of the invoice or receipts for reimbursement. In the pop-up box that appears, (2) select the upload option and (3) press "Continue." Then (4) select the "Upload a File" box and select the appropriate file. If you would like to upload multiple PDF's, select "Upload a File" again until you have uploaded all required documents. When you are done, (6) press "Done."

STEP 6





Next, click the "Sign" button to approve the form.

Take a moment to review your form.

If everything is correct and completely filled out, press the "Finish" button which appears at the bottom right corner of the screen. If the "Finish" button does not appear there, review your document again for any missing information.

If you have any questions about this process, please contact Zack at zachary@oaklandedfund.org, or call (510) 221-6968 ext. 707