



## Request for Vendor Payment Form – Instructions

### Oklahoma Community Waiver

The Request for Vendor Payment Form must be filled out completely and correctly in order to ensure payment to vendors. Please make sure all fields are legibly completed, and follow the rules for submission. If the Request for Vendor Payment Form contains errors may not be processed. Payment **cannot** be made until a correct request is received and processed.

Use this sheet as a reference. It should help ensure forms are completed correctly and submitted timely. Doing these things will help make sure that there is time for necessary corrections and payments can be processed.

Here are some helpful reminders:

- Oklahoma's Timely Filing Rules allow payments to vendors for services up to six (6) months from the date of when goods/services were rendered. **If timely filing is missed, you may be responsible to pay vendors from your personal funds.**
- To be certain that the Request for Vendor Payment Form is processed timely, please submit the form to Acumen **as soon as possible**, after the date of service, **but no later five months from the date of when the goods/services were purchased.**
- Program rules do not allow two (2) vendor payments of any type to occur on the same day. If you submit more than one Request for Vendor Payment Form with the same date of service, only one can be paid.
- The dollar amount on the Request Form Vendor Payment Form must match **exactly** what you are authorized to use, to the penny.

Example: A Participant/Employer is authorized for five (5) art lesson sessions at \$39.95 per session. In order for the vendor to be paid, the Participant/Employer must make sure that:

- Each session is submitted separately, with the date of service reflecting the date of the lesson.
- The dollar amount on the Request for Vendor Payment Form matches exactly what is authorized - \$39.95.
- No two (2) dates of service on **any** Request for Vendor Payment form are the same.
- All other fields in the form are filled in completely and clearly.
- The Request for Vendor Payment Form is submitted to Acumen **as soon as possible**, after the goods/service are rendered.
  - Forms can be submitted after each individual lesson; the Participant Employer does not need to wait until all five (5) art lessons have occurred to submit the forms.

As always, if there are any question about how to complete a Request for Vendor Payment Form, please do not hesitate to contact Acumen's friendly Customer Service Team at (877) 364-2835.