

In order to process a payment from your student organization account, you will need to enter a pay request through Jaggaer.

The person entering the transaction into Jaggaer must be on the organization's current signature file. If you do not have a current signature card on file, please contact Student Life. If you are processing a reimbursement, the person receiving the reimbursement cannot be the person who enters the request in Jaggaer.

The link to Jaggaer can be found at <https://it.eku.edu/banner>. Click on "Jaggaer (PROD)" and on the home page you should see a button marked "Student Org Withdrawals." If the person or vendor you are trying to pay does not come up when you search the Supplier field, complete the "New Supplier" section of the form.

Once you have completed the form and attached your supporting documentation, go to the top right-hand corner of the form and click "Add and go to Cart." On the next screen, under "Business Purpose," you will enter a brief description and purpose of the transaction. Please also list your org code (should start with an "S" or a "G") in this space also.

You'll see a blue button that says "Assign Cart." Click on this button and assign your cart to Elizabeth Culton.

If you have any questions or run into any problems, please contact Accounts Payable at acc.apinvoices@eku.edu or 859-622-1810.