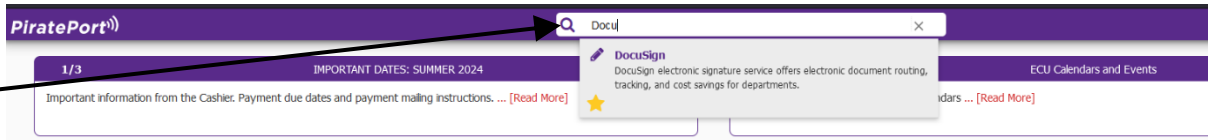


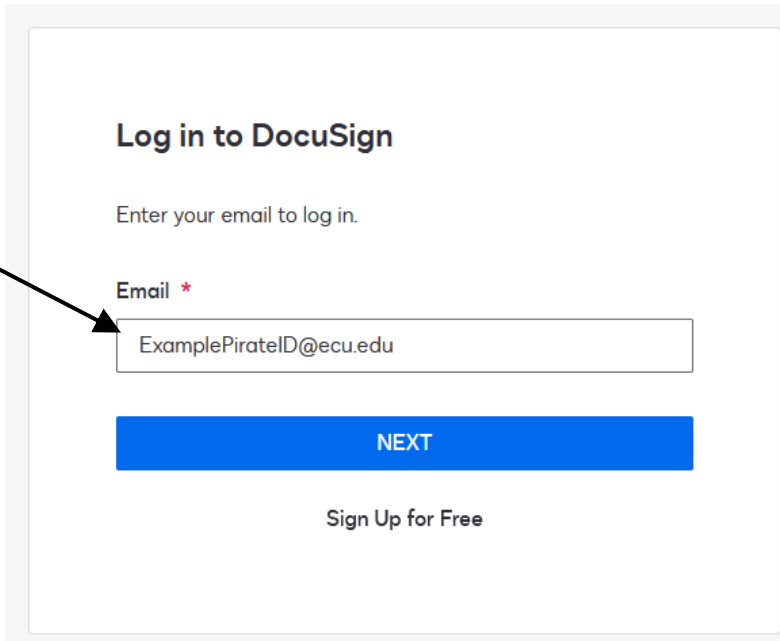
CSPR Form Requests

Last Updated on: 7/10/2024



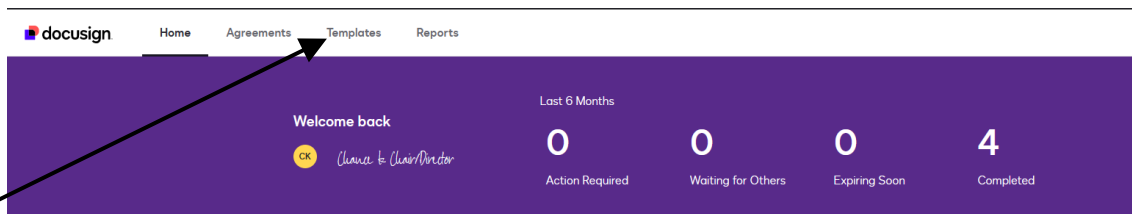
2.

1. Log in to your **PiratePort** portal.
2. Search for the **DocuSign** application and click to launch.

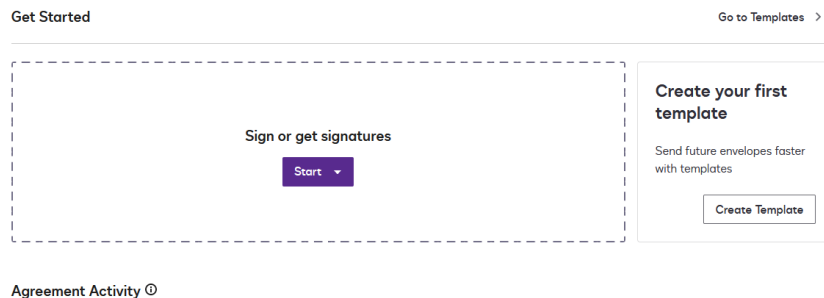


3.

3. Log in to DocuSign or complete your account activation with **your ECU employee email** address then click **Next**.



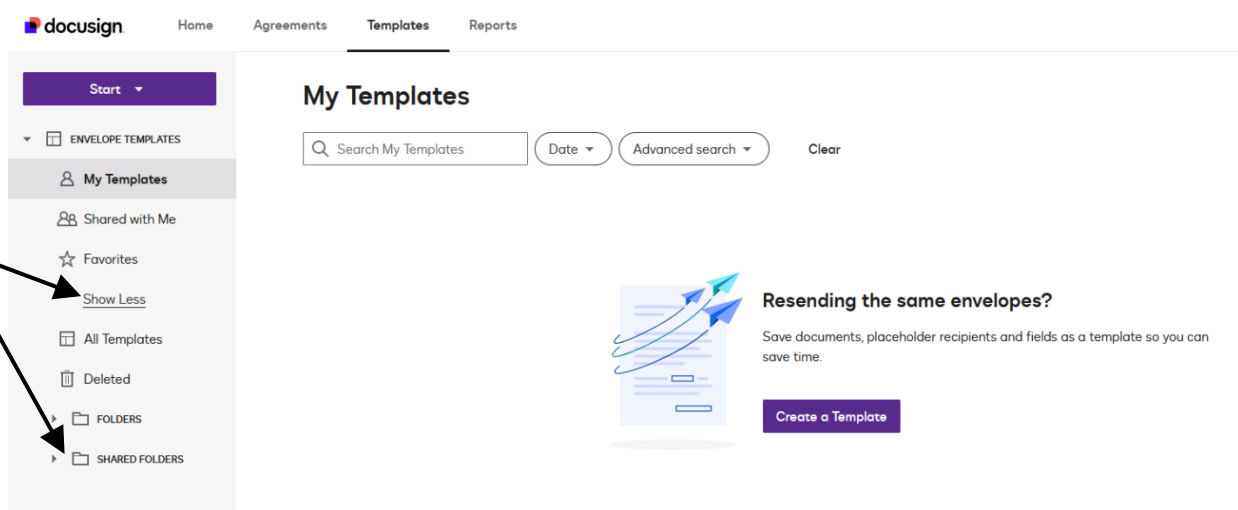
4.



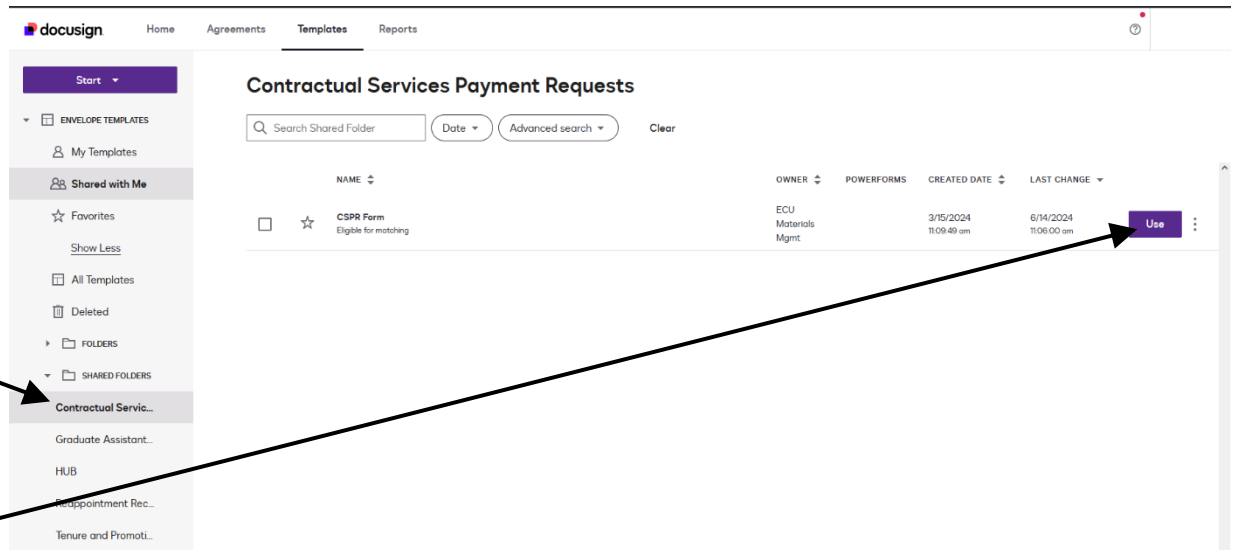
4. Find and click the **Templates** tab to locate the **Shared Folders** option containing the Contractual Services Payment Request (CSPR) template.

CSPR Form Requests

Last Updated on: 7/10/2024



5. Users may need to expand the menu options to see the **Shared Folders**.
6. Click **Shared Folders** to expand the option.



7. Navigate to the **Contractual Services Payment Request** subfolder and click it to find the CSPR Form template.
8. Click the **Use** button to start a new request.

CSPR Form Requests

Last Updated on: 7/10/2024

9. Add the **required recipients**.

Note: Some required signature rounds are automated and cannot be modified.

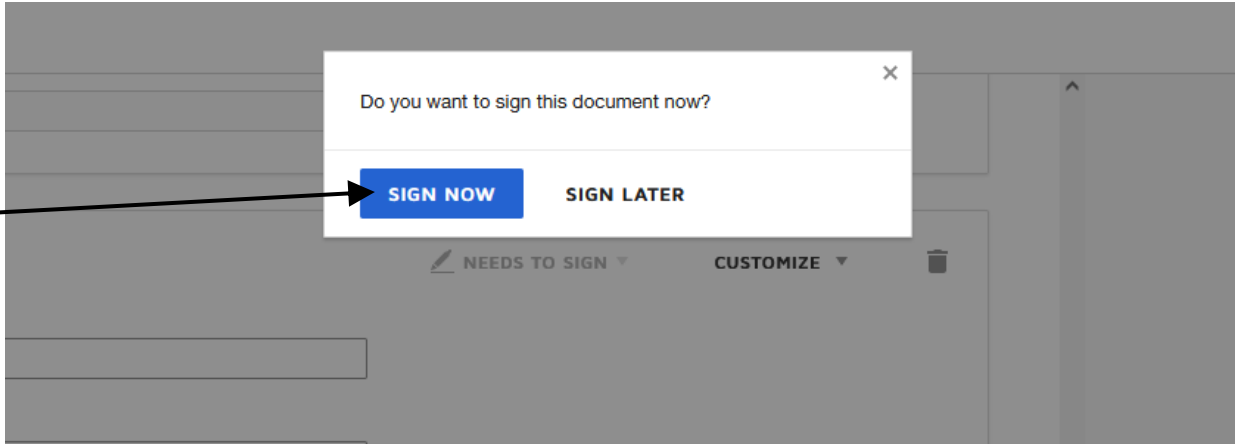
10. Scroll down through the form to complete all required fields.

11. Some signature fields may be optional. Click the **Delete** icon if these signatures do not apply to your request.

12. Once all the required recipients have been successfully entered, click the **SEND** button to begin completing the form information.

CSPR Form Requests

Last Updated on: 7/10/2024



13. The submitting **departmental Preparer** may select the option to **Sign Now** or the Preparer user entered in the signature round will receive an email notification to begin the form.

Once the CSPR has completed all required signature rounds, the document Preparer from ECU should continue the payment request through the AP submission portal at https://eastcarolinauniversity.formstack.com/forms/accounts_payable_submission.
[View Less](#)

A screenshot of the CSPR form. The form is titled "Please review the documents below." and contains various fields for payee information, including citizenship, visa status, and tax information. A yellow "CONTINUE" button is located at the top right of the form, next to "OTHER ACTIONS". A callout box with the number "14." has an arrow pointing to the "CONTINUE" button. The form includes sections for "Payee Information", "Program Participating In", "Dates of Participation", "Type of Services Rendered", and "Basis of Fee".

14. Click the **Continue** button to complete all required fields on the CSPR form.

CSPR Form Requests

Last Updated on: 7/10/2024

Please review the documents below. **FINISH** OTHER ACTIONS ▾

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Document Envelope ID: FA0ACC1E-F6AD-4010-800B-33BF6A6F27B7

Contractual Services Payment request **East Carolina University** Do Not use to pay ECU students or employees

<p>1. Contractor/Payee Name First & Initial <input type="text"/> Last <input type="text"/> or Company <input type="text"/></p> <p>3. Payee's Address Street <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Payee's Phone Number <input type="text"/></p> <p><input type="radio"/> US Citizen <input type="radio"/> Permanent Resident (copy of Green Card required) <input type="radio"/> Non-resident Alien Country <input type="text"/> Visa Status (copy required) <input type="text"/></p> <p>5. Payee Information <input type="checkbox"/> Student Citizenship Code <input type="text"/> <input type="checkbox"/> Employment 1099 Income Type <input type="text"/> <input type="checkbox"/> ACH Indicator AP Type <input type="text"/> <input type="checkbox"/> Taxable International Rate Taxable Rate <input type="text"/></p> <p>6. Program Participating In <input type="text"/> 7. Dates of Participation Begin <input type="text"/> End <input type="text"/></p> <p>8. Certification: I am an independent contractor, and I understand the tax and legal implications of this particular payment to be reported on Form 1099. Signature of Payee _____</p> <p>9. Type of Services Rendered (Detailed Description) <input style="width: 100%; height: 20px;" type="text"/></p> <p>10. Were services physically rendered in NC? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>11. Reason for Selecting This Individual to Perform These Services <input style="width: 100%; height: 20px;" type="text"/></p> <p>12. Basis of Fee A day is considered 8 hours. If more/less than 8 hrs, list number of hours. Total <input type="text"/> /day x <input type="text"/> days = <input type="text"/> (Total ID BG 10500582 on Form 1099)</p>	<p>2. Banner ID Number for Payee <input type="text"/></p> <p><i>A Banner ID is not required for a one time payment to a speaker, entertainer, presenter, or artist if the following conditions are met:</i></p> <p>a: Payment is \$300 or less. b: Individual is not an employee of ECU or an employee of another North Carolina agency, or UNC University c: No additional payments were made or anticipated to this individual during the calendar year d: Individual must be a US citizen e: Individual does not have a conflict of interest with ECU and/or have immediate family employed by ECU</p> <p>4. Payee's Present Employer <input type="text"/></p> <p><input type="radio"/> NC State Agency <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> If yes, permanent, full time? <input type="text"/></p> <p><input type="radio"/> Is there an immediate family member working at ECU? <input type="radio"/> Yes <input type="radio"/> No If yes, name & ECU dept? <input type="text"/></p>
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15.

START

15. Users may navigate through each required field by clicking **Start**. A document guide will highlight each field with an indicator of **Fill In**.

FINISH OTHER ACTIONS ▾

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AP Payment Submission Portal Instructions.pdf 1 of 1

FINISH

16.

NEXT

17.

FINISH

16. Clicking the **Next** option will take the current signer to the next incomplete required field.
17. Once all required fields have been completed, click **Finish** to send the form on to the next required signature round.