**FORMS GLOSSARY:**

**Check Request via Hyland Onbase Link: NOTE: Not compatible with CHROME** [**http://onbasebdi.sutterhealth.org/OnBaseBDIPRDWeb12/Workflow/WFLogin.aspx**](http://onbasebdi.sutterhealth.org/OnBaseBDIPRDWeb12/Workflow/WFLogin.aspx)

**Expense Report via ASCEND Link:** [**http://ascend.sutterhealth.org/**](http://ascend.sutterhealth.org/)

**GL Correction Form Link:** When you find something that is in the wrong account or wrong department, use this form to request the correction. **Link:** [**http://www.samuelmerritt.edu/files/finance/gl\_correction\_form.doc**](http://www.samuelmerritt.edu/files/finance/gl_correction_form.doc)

**Independent Contractor Classification Worksheet   
Link:** [**http://www.samuelmerritt.edu/files/forms/smu\_ic\_classification\_checklist.pdf**](http://www.samuelmerritt.edu/files/forms/smu_ic_classification_checklist.pdf)

**Independent Contract Process:** The four step process necessary to establish an independent contractor is clearly presented.   
**Link:** [**https://www.samuelmerritt.edu/files/finance/independent\_contracts\_process.pdf**](https://www.samuelmerritt.edu/files/finance/independent_contracts_process.pdf)

**Expenditure Request (PER):** This document is needed to initiate budgeted construction or development projects. **Link:** [**http://www.samuelmerritt.edu/files/forms/per\_0109.pdf**](http://www.samuelmerritt.edu/files/forms/per_0109.pdf)

**Purchase Order Request via LAWSON Link:** [**https://erp.sutterhealth.org/lawson/portal/**](https://erp.sutterhealth.org/lawson/portal/)

**Purchases not requiring a Purchase Order   
Link:** [**http://www.samuelmerritt.edu/files/finance/Purchases\_not\_Requiring\_a\_PO\_Sept\_2012.pdf**](http://www.samuelmerritt.edu/files/finance/Purchases_not_Requiring_a_PO_Sept_2012.pdf)

**Supplemental Travel Detail via ASCEND Link:**  [**http://ascend.sutterhealth.org/**](http://ascend.sutterhealth.org/)