Payment Process for Author Publication Costs

Issued by: Purchasing Services and Accounts Payable

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Process Workflow

1. **Purpose**

This process prevents unauthorized purchases by establishing an official payment workflow immediately upon article acceptance.

2. **Initiate Payment Promptly**

Begin the payment process as soon as you receive notification that your article has been accepted so your department can start processing the payment without delay.

3. **Submit Form and Invoice**

Send a completed Author Publication Payment Form along with the publication invoice to Kris DeCosta in Accounts Payable, who will make the payment using Accounts Payable's designated PCard.

Author Publication Payment Form

Notice:

Congratulations on having your paper accepted! To ensure timely payment for your publication, please complete and submit this form along with your invoice to Kris DeCosta (kristopher.decosta@nmt.edu).

Publication Details

Form Field	Response
Author Name	
Department	
Publication Name	
Article Title	
Publication Date	
Cost	
Fund Number	

Payment Process Contact

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