

Special Consultant Pay Request Application

Role: Funding Source Manager

Action: Certify Pay Request

1. Click on link from email OR log into application and click **Certify Pay Request**



2. Click **Select**

	COMMITMENT #	SPECIAL CONSULTANT	DAILY RATE
<input type="button" value="Select"/>	00077	SpecCons C Titan	\$285.71

3. Check appropriate work dates or select all
4. Click **Approve Selected Dates** or **Reject Selected Dates**, as necessary.

*Optional Comments for Approval or Rejection (Maximum length is 500 characters)
Comments will be applied to each date selected.*