

Hey Staff,

We have exciting news! You no longer need to fill out the long Wufoo form to submit bills. We're officially launching **RAMP Bill Pay**, and a number of staff have been testing it—so far, it's saving everyone a lot of time.

How to submit bills

(Please note: this is for vendor/invoice payments only — not RAMP card purchases. Do *not* use this process if you've already paid with your RAMP card.)

Instead of using the payment request form on the staff page, simply email invoices to:
baysidecommchurch@ap.ramp.com

Important reminders when submitting invoices:

Attach the invoice as a **PDF**

- Include the coding typed directly in the email

EXAMPLE: Is included as an attachment

What you'll be able to do in RAMP (see attached image for screen view):

- See when a vendor gets paid
- Track any invoices you've submitted

We appreciate your help as we streamline this process! Please reach out if you have any questions.

Thank you for all you do!

[Preview attachment Example.png](#)[Preview attachment Example.png](#)

Chrome File Edit View History Bookmarks Profiles Tab Window Help

Wed Jan 14 7:50 AM

app.ramp.com/bill-pay/bills/overview

Inbox - dawn.pott... People - Events - Calendar Amazon Business Paycor Staff Resource Ramp Trello Workspace ... Facility Request F...

Search for anything

Bill Pay

Bills

Overview Drafts For approval For payment History

Search or filter...

Vendor / submitter Status Amount Payment method Actions

Missing info

| Vendor / submitter | Status | Amount | Payment method | Actions |
|---|--------------|----------|----------------|---------|
| KG Key Glass, Inc Dawn Potter - Jan 14, 2026 | Missing info | \$165.00 | — | Review |
| HT Hi Tech Homes Dawn Potter - Jan 14, 2026 | Missing info | \$250.00 | — | Review |

Ready for release

| Vendor / submitter | Status | Amount | Payment method | Actions |
|---|-------------------|----------|----------------|---------|
| GG Gus's Gardens LLC Dawn Potter - Jan 9, 2026 | Ready for release | \$750.00 | — | |

1–50 of 205 bills • \$123,114.44 total

Ask Ramp https://app.ramp.com/bill-pay/bills/overview