

SUMMARY OF PAYMENT TYPES

General

Disbursement Services generates reimbursements to vendors and individuals in response to certain approved documents. First, however, here is some information that applies to more than one kind of document.

Payments to Individuals

All documents supporting payments to individuals (employees, non-employees, or students) must provide the payee's BANNER Number and home address (permanent mailing address for students).

Additional information is required for the payment of non-service scholarships/fellowships/stipends to students.

Out-of-Pocket Expense

Out-of-pocket business expenses to be reimbursed to an individual *who is also the disbursing authority for the account to which the expenses will be charged* require a countersignature. The signature should be obtained from either of the following: **(1)** a person of higher authority or **(2)** the business manager or other person designated to review and approve expense transactions for the department, school, college, or division.

Check with Order

Vendors sometimes require advance payment. To fulfill this requirement, send a Purchase Requisition accurately reflecting all related charges, including shipping and handling, to the Purchasing Department. Purchasing will prepare a Purchase Order and send it to Disbursement Services, which issues a check and sends it with the order to the specified vendor. Upon request, the check with order may be returned to the department for special handling.

Regular Purchase Orders

The vendor's invoice must agree with the corresponding Purchase Order by line item, in item description, quantity, unit price, and terms of sale. When an order is shipped to Central Receiving on a Purchase Order, the staff enters a Receiving Report indicating receipt of the items on the invoice. When a shipment is sent directly to a University department, an authorized department representative must enter it online.

In the event that a **credit memo** is issued for items paid by PO, the credit memo should be forwarded to Disbursement Services. Include with the credit memo the vendor and invoice number that was originally used to pay for the items. Disbursement Services will enter the credit memos into the University's BANNER System. The next check cut to the vendor will deduct the amount of the credit memo and return the funds to the account that originally paid for the merchandise.

Standing Purchase Orders

Used for supplies that must be replaced on a regular basis, such as office, medical or laboratory supplies, and for maintenance contracts. The vendor's invoice must agree with the corresponding Purchase Order by line item, in item description, quantity, unit price, and terms of sale. The invoice is approved by an authorized departmental representative and forwarded to Disbursement Services. No receiving report is required for payment.

Pay Requests

The Pay Request is a Purchasing Department form that provides departments with a mechanism to pay companies and individuals for those types of approved expenditures that do not require a University Purchase Order.

The types of expenditures that can be processed on the Pay Request form include, but are not limited to, the following:

Catering-An original invoice must be attached.

Courier Charges-An original invoice must be attached; check will be mailed directly to vendor.

Honorarium, Non-University Employee Personal Services (One-Time Payments)-NOTE: Must include a signed contract between University and recipient.

License Fees-Requires a complete description.

Membership Dues and Fees-Requires a renewal statement or original invoice from the vendor. Include one duplicate of the statement or invoice for remittance with check.

Reimbursement (For business-related out-of-pocket expenses, excluding travel)- Requires proof of payment such as original paid receipt or copy of a cancelled check. *Must also include justification for purchases.*

Postage-All postage checks must be picked up in Student Accounts Office.

Subscriptions-An original invoice must be attached if this is a first-time request. Renewal requests must be accompanied by a completed form or renewal statement from the vendor. All subscriptions must be delivered to a campus address.

Request for Payment of Independent Contractor

Consultants and others are paid from a Pay Request form. If these payments are for services rendered and total \$600 or more in a calendar year, Disbursement Services sends the IRS a Form 1099-Misc, which reports the payments (thus requiring the vendor to claim the income on that year's tax return).

Petty Cash Reimbursement

Payments to reimburse Petty Cash accounts are made from approved Pay Request forms with supporting receipts. Contact Student Accounts (336) 750-2815 for assistance.