



University Controller's Office  
PeopleSoft Payment Request Matrix

Revised: 2/01/2019

| Payment Request Type<br><i>(Use the type of the Payment Request as the first word when entering the description)</i> | Description  | Description Short Name | Dollar Limits   | Account Code   | Supplier (Yes/No)                             | Attachments Needed<br>(All in ONE document)  | Special Instruction  |
|--|--|------------------------|-----------------|--|---|--|--|
| <b>Payment Request - Individuals (Faculty/Staff)</b>   |  |                        |                 |  |   |  |  |
| <b>Cash Advances</b>   | To advance funds for educational programs, trips, research participants, <b>all gift cards</b> , athletic team travel.   | Cash Advance           | No dollar limit | - 10203 C&G Cash Advance<br>- 10204 Cash Advance<br>- 10205 Team Travel Cash Advance | Yes<br>Use the Employee/Student Supplier Form | 1- Cash Advance Form   | - Please see the Cash Advance Procedures for Settlements on the <a href="#">Controller's Website</a> .<br><br>- If considering a Cash Advance for research participants, please review our new <a href="#">Research Participant Card Program</a> . |
| <b>Travel Advances</b>   | To advance funds for the purpose of business travel on behalf of the University. (Students Only)   | Travel Advance         | No dollar limit | - 10206 Travel Advance   | Yes<br>Use the Employee/Student Supplier Form | 1 - Travel Advance Form  | Please see the Travel Advance Procedures for Settlements on the <a href="#">Controller's Website</a> . Employees must use Travel Module  |
| <b>Employee/Student Reimbursements Supplies/Fees</b>   | Reimbursements to Employees/Students for Supplies and Fees which are used in conjunction with their job  | Reimbursement          | No dollar limit | - Various (See 53XXX Account Codes Series)   | Yes<br>Use the Employee/Student Supplier Form | 1 - Itemized receipts and proof of payment   | Reimbursements should be the exception and not the norm, please use department purchasing cards.   |
| <b>Employee/Student Reimbursement Food</b>   | Reimbursements to Employees/Students for Food and Meals which are in conjunction with their job.   | Reimbursement          | No dollar limit | - 53005 Food   | Yes<br>Use the Employee/Student Supplier Form | 1 - Itemized receipts and proof of payment<br>2 - Food approval memo ( <i>memo must be signed by VP level or higher</i> )<br><b>** This will be routed to Purchasing for approval.</b>   | Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval.   |
| <b>Employee/Student Reimbursement Memberships</b>  | Reimbursements to Employees/Students for membership dues which are necessary part of their jobs and are a benefit to the University.                                 | Reimbursement          | No dollar limit | - 54111 Membership Dues  | Yes<br>Use the Employee/Student Supplier Form | 1 - Itemized receipts and proof of payment<br>2 - Membership Justification memo with explanation membership is reasonable, justifiable and necessary to benefit the University and not just the individual.<br><br><b>Approvals for payment as follows:</b><br><i>Deans/VP - Approved by Supervisor,<br/>Faculty - Approved by Deans or designee,<br/>Staff - Approved by VP, Dean or designee</i> | Reimbursements should be the exception and not the norm, please use department purchasing cards.   |
| <b>Moving/Relocation</b>   | <b>NO LONGER PROCESSED THROUGH PAYMENT REQUEST PLEASE SEE PROCEDURES</b>   | Relocation             | No dollar limit | - 52077 Moving Expenses  | Yes<br>W-9 or W-8(International)              | 1 - Copy of employment relocation authorization letter<br>2 - Moving relocation settlement form<br>3 - Itemized receipts   | The Moving and Relocation procedures can be found on the <a href="#">Controller's Website</a> .  |
| <b>Payment Request - Individuals - Specialty Payments</b>  |  |                        |                 |  |   |  |  |
| <b>Royalties</b>   | Payments made by one party to another in exchange for the right to use intellectual property or physical assets for which work is typically copyrighted or patented. | Royalties              | No dollar limit | - 51432 Royalties and Commissions<br>- 51434 Royalties - International               | Yes<br>W-9 or W-8(International)              | 1 - Royalty Agreement/Amount Calculation ( <i>This can be department specific or use the form provided on Controller's website</i> )   |  |



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|---|--|-------------------------------|----------------------|---|---|--|---|
| <b>Participants</b>   | Payments made to individuals as an incentive to take part or participate in to include but not limited to, research studies, screenings, programs, and/or surveys for a means of gathering information and/or data for programs supported by the University. | Participants                  | No dollar limit      | - 54533 Participant Costs<br>- 54534 Participant Costs Greater than \$50                                | Yes<br>W-9 or<br>W-8 BEN<br>(International) | 1 - Participant Program Memo that outlines the Program and Dates. Not participant specific, same form can be attached to all participants in the given program.<br><br>2- The Institutional Review Board (IRB) approval must be attached to the request. Instructions can be found on the <a href="#">Institutional Review Board Website</a> . | For more than 10 participants, you may use the APUpload Spreadsheet. See <a href="#">Controller's Website</a> - AP Upload Section for information. It will require the attachments listed here plus the Upload approval form. |
| <b>Stipends</b>   | Payments made as one time or periodic payments as a part of scholarship or fellowship allowance granted to a <b>student</b> .  | Stipend                       | No dollar limit      | - 54530 Contract and Grants Funding<br>- 54531 Stipends/Fellowships<br>- 51433 Stipends - International | Yes<br>W-9 or<br>W-8 BEN<br>(International) | 1 - Stipend Form or Department Stipend Information<br>2-Approved Contract and the agreement for scholarship or fellowship  |   |
| <b>Mentor</b>   | Payments to staff that function in the role of mentors for all departments outside the school of medicine.   | Mentor                        | No dollar limit      | - 52070 Contractual Services  | Yes<br>W-9 or<br>W-8(International)         | 1 -Invoice or Payment Memo   |   |
| <b>Honorariums</b>  | Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.   | Honorarium                    | No dollar limit      | - 51440 Honorarium  | Yes<br>W-9                                  | 1 - Honorarium Form  | The Honorarium Form can be found on the <a href="#">Controller's Website</a> .  |
| <b>Honorariums - International</b>  | Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.   | Honorarium Intl               | No dollar limit      | - 51439 Honorarium - International  | Yes<br>W-8 BEN<br>(International)           | 1 - Honorarium Form<br>2- International Support Approval Form<br>3 - Copy of Passport and Entry Stamp  | The International Support approval form or (IS4) can be found on the <a href="#">Human Resources Website</a> under the International Scholars Tab.  |
| <b>Payment Request - Contractual Services</b>   |  |                               |                      |   |   |  |   |
| <b>*Contractual Services</b>  | Payments made to entities for any contractual obligation that benefits the university.   | Contractual Service           | Under \$10,000       | - Various (See 52XXX Account Codes Series)  | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice  |   |
| <b>Legal Payments</b>   | Payments for legal services must first be approved by the legal department.  | Legal                         | No dollar limit      | - 52072 Contractual Services - Legal  | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice  | Approval by Legal department required prior to submitting payment request.  |
| <b>Annual Maintenance Renewals</b>  | Payments made to for annual maintenance renewals - software, hardware. This is one time annual payment.  | Annual Maintenance            | No dollar limit      | - 52046 - Info Tech Hardware/Software Maintenance Contracts   | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice or Renewal Notice  |   |
| <b>Study Abroad</b>   | Payments made to entities providing accommodations for study aboard purposes.  | Study Abroad                  | No dollar limit      | - 52092 Global/Domestic Study Programs  | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice or Study Abroad Agreement<br>2- Program Leader Expense Form (PLEF)<br>3- OANDA conversion for each receipt when receipt is in a foreign currency. The OANDA must be for the date of the receipt.   | <a href="#">U.S. Department of State Per Diem</a><br><br><a href="#">Financial Arrangments for Faculty/Staff-Led Overseas Programs</a>  |





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|---|---|-------------------------------|----------------------|--|---|---|---|
| <b>Payment Request - Supplies</b>   |   |                               |                      |  |   |   |   |
| <b>*Supplies</b>  | Payments made to entities for any supplies (lab, office, maintenance, research, computer supplies, gases - H2O, etc.)                       | Supplies                      | Under \$10,000       | - Various (See 53XXX Account Codes Series) | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice   | For any payments under \$5000, please use the P-Card.   |
| <b>Payment Request - Dues/Fees</b>  |   |                               |                      |  |   |   |   |
| <b>Subscriptions (Non-Library)</b>  | Payments made to subscribe to either print or web publications.   | Subscriptions                 | No dollar limit      | - 54114 Subscriptions (Non-Library)        | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice or Subscription Renewal                                   |   |
| <b>*Memberships Dues</b>  | Payments made to organizations for individual or department/University memberships to organizations that benefit the University.            | Membership                    | No dollar limit      | - 54111 Membership Dues                    | Yes<br>W-9 or<br>W-8 BEN<br>(International) | 1 - Invoice or Renewal Notice<br>2- Membership Certification Memo     | Membership Justification memo with explanation membership is reasonable, justifiable and necessary to benefit the University and not just the individual.                                   |
| <b>*Licenses and Fees</b>   | Payments made to organizations for individual or department/University licenses of fees that benefit the University                         | Certifications                | No dollar limit      | - 54110 Licenses and Fees                  | Yes<br>W-9 or<br>W-8 BEN<br>(International) | 1 - Invoice or a Licensing Registration Form<br>2- Certification Memo |   |
| <b>Registration Fees</b>  | Payments made to organizations for individual or department/University for attendance at conferences/meetings that benefit the University.  | Registration                  | No dollar limit      | - 54112 Registration Fees                  | Yes<br>W-9 or<br>W-8 BEN<br>(International) | 1 - Invoice or Registration Form                                      | Please note that registration can be paid directly to the supplier prior to the event. However, if registration is being reimbursed, then it should be processed through the Travel Office. |
| <b>Sponsorship Fees</b>   | Payments made to organizations for individual or department/University for assisting with conferences/meetings that benefit the University. | Sponsorship                   | No dollar limit      | - 54113 Sponsorship Fees                   | Yes<br>W-9 or<br>W-8 BEN<br>(International) | 1 - Invoice or Sponsorship Form                                       | Use this account code for any Donations or Sponsorships made to outside entities.   |
| <b>Dept of Homeland Security</b>  | Payments made to DHS on behalf of incoming faculty.   | DHS                           | No dollar limit      | - 54002 Visa Application Fees              | Yes<br>W-9 or<br>W-8(International)         | 1 - Visa Application Form<br>2- Memo for justification                | Memo for justification for the VISA application fees and approval through International Support Office.   |
| <b>Payment Request - Fixed Charges/Rentals/Leases</b>   |   |                               |                      |  |   |   |   |
| <b>Insurance</b>  | Payments made to entities for purchase of insurance to benefit the University (personal property, vehicle, student, etc.)                   | Insurance                     | No dollar limit      | - 54100 Insurance                          | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice or Renewal Notice   |   |
| <b>Rentals</b>  | Payments made to entities for one-time rentals (non-recurring) Examples are conference space, AV equipment, container rentals - gases, etc. | Rentals                       | Under \$10,000       | - Various (See 54XXX Account Codes Series) | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice   |   |
| <b>Hotels (New)</b>   | Payments made directly to hotels on behalf of travelers conducting business on behalf of the University.                                    | Hotels                        | Under \$10,000       | - Various (See 5202X Account Codes Series) | Yes<br>W-9 or<br>W-8(International)         | 1 - Invoice   | Please reference TA number that is on file with the travel office if available.   |



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|---|--|-------------------------------|----------------------|--|-------------------------------------|---|--|
| <b>Food (not individual reimbursements)</b>   | Payments to entities for food such as caterers, grocery stores, and restaurants.   | Food                          | Under \$10,000       | - 53005 Food                               | Yes - W9                            | 1 - Invoice (must be itemized)                  | Food approval memo needed; all food purchases will be routed to purchasing. Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval. |
| <b>Payment Request - Utilities</b>  |  |                               |                      |  |                                     |   |  |
| <b>Utilities</b>  | Payments made to entities for monthly utility payments to include electricity, water/sewer, cable/satellite, telephone, cell phones. | Utilities                     | No dollar limit      | - Various (See 52XXX Account Codes Series) | Yes<br>W-9 or<br>W-8(International) | 1 - Monthly Statements (Invoices)               | If this is a payment to a single Supplier with multiple invoices, please submit as an AP Upload.   |
| <b>Payment Request - Bookstore</b>  |  |                               |                      |  |                                     |   |  |
| <b>Bookstore</b>  | Payments made to entities for the bookstores across campuses.  | Bookstore                     | No dollar limit      | - 59100 Series Resale Expenditure Codes    | Yes - W9                            | 1 - Invoice                                     | Attach any credits plus indicate in the comment section "credit attached please process with invoice"  |
| <b>Payment Request - Library</b>  |  |                               |                      |  |                                     |   |  |
| <b>Library</b>  | Payments made to entities for purchase library books, subscriptions and materials  | Library                       | No dollar limit      | - Various (See 56XXX Account Codes Series) | Yes<br>W-9 or<br>W-8(International) | 1 - Invoice                                     | Attach any credits plus indicate in the comment section "credit attached please process with invoice"  |
| <b>Payment Request - Travel</b>   |  |                               |                      |  |                                     |   |  |
| <b>American Express</b>   | Payments made to the university AMEX accounts.   | AMEX                          | No dollar limit      | - Various                                  | Yes - W9                            | 1 - Monthly Statements (Invoices)               |  |
| <b>Diners Club</b>  | Payments made to the university Diners Club accounts.  | DC                            | No dollar limit      | - Various                                  | Yes - W9                            | 1 - Monthly Statements (Invoices)               |  |
| <b>Payment Request - Medical School</b>   |  |                               |                      |  |                                     |   |  |
| <b>School of Medicine - Physicians</b>  | Payments made to <b>physicians</b> on behalf of the school of medicine.  | SOM                           | No dollar limit      | - 52071 Contractual Services - Medical     | Yes<br>W-9 or<br>W-8(International) | 1 - Invoice                                     |  |
| <b>School of Medicine - Preceptors</b>  | Payments to staff that function in the role of preceptors.   | SOM                           | No dollar limit      | - 52071 Contractual Services - Medical     | Yes<br>W-9 or<br>W-8(International) | 1 - Invoice                                     |  |

\* These Payment Request types require the use of P-card if allowed for purchases less than \$5,000. If the P-card is not accepted then submit a Payment Request.