

Vendor Payment Expense Reimbursement

The vendor payment form is to be used when an invoice has not been provided by the vendor.

Typically, this would be a reimbursement for non-travel expenses; such as supplies or a request for a refund of participation fees. It also is used for paying honorariums and services associated with a performance or personal services contract.

How to use the Vendor Payment form

To complete the form:

1. If you need the payment by a specific date, please indicate that in the special handling line. Please allow 3-5 days for processing
2. Cash Payment: if you are requesting cash instead of a check please indicate that by putting a 'Y' in this section. (Cash is available under \$100 for employees & \$200 for students)
3. Make sure you complete the preparer's line. Include your department and your name or initials.
4. Include budget year
5. Complete the vendor information, be sure to include their name and address.
6. Include correct WID/Vendor #
7. Include payment delivery instructions, without any special instructions, payment will be sent to address in Colleague.
8. Include the G/L account number(s)
9. Provide a detailed description that includes the business purpose for the payment
10. Department Approval signature is required on all VP requests
11. Budget Officer's signature is required on payment requests over \$10,000
12. Enter as a voucher in Colleague, write voucher number on VP form (1st column of the body of the form)

Contracts/Honorariums/payments for services

1. Attach a copy of the Personal Services Contract (PSC) or Performance Contract (PC) and W-9, if payment is for services agreed to under such contracts.
2. Vendor info (name) must match name on W-9.
3. Include the completed page 2 of the PSC to report hours, if applicable. When applicable a completed page 2 must accompany each request.

Reimbursements

1. Check for sales tax paid; if not paid, mark “Y” in SUT column
2. Attach original receipts

Voucher entry in Colleague:

Vendor payment requests are entered into Colleague just as an invoice is entered. See [Voucher Entry instructions](#) for detailed instructions on entering vendor payments into Colleague.

Here is a helpful reminder about VP entry.

In the VOUM screen in the Desc field, use identifying information so recipient knows what the payment is for. i.e. RMB- books, supplies or Honorarium, 4/18/13 or Performance fee 4/18/13, etc.