**Processing Vendor Payments**

Is this payment to an employee or student for travel, meals or entertainment?

Stop- see process for paying travel, meals & entertainment expenses

Yes

No

Am I reimbursing business expenses paid by an employee or student?

Am I paying the employee or student for a service or an honorarium?

Stop- call Accounts Payable for help

No

No

Yes

Yes

Do I have a completed VP with all signatures, contract & W9?

Do I have a completed VP with all signatures and receipts?

No

No

Yes

Yes

Stop- obtain contract, W9 and complete VP form for processing.

Stop- obtain original receipts and complete VP form for processing.

**Important Info needed for Vendor Payments**

1. Include your Dept. and your initials
2. Include Vendor/WID #
3. Include payment delivery instructions
4. G/L account number (s)
5. Be sure to include the business purpose in the description
6. Department Signature
7. Budget officer signature if over $5,000

**Contracts/Honorariums/payments for services**

1. Include PSC and W9 for services
2. Vendor info (name) must match name on W9.

**Reimbursements**

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

**In Colleague**

1. In 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.

Process the vendor payment (enter the voucher) and forward to A/P for payment