

University Controller's Office
PeopleSoft Payment Request Matrix

Payment Request Type (Use the PR type as the first word when entering description)	Description	Description Short Name	Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed (All in ONE document)	Special Instruction
Payment Request - Individuals (Faculty/Staff)							
Cash Advances	To advance funds for educational programs, trips, athletic team travel. (Program Card recommended for educational program expenses)	Cash Advance	No dollar limit	• 10204 Cash Advance • 10205 Team Travel Advance	Yes Use the Cash Custodian Supplier Form	1. Cash Advance Form	See Cash Advance Procedures for Settlements on Controller's Office website
Travel Advances	To advance 70% of hotel & meal expenses for University business travel. (Students only)	Travel Advance	No dollar limit	• 10206 Travel Advance	Yes Use the Cash Custodian Supplier Form	1. Travel Advance Form 2. Approved TA	See Travel Advance Procedures for Settlements on Controller's Office website * Employees must use PeopleSoft Travel & Expense module
Payment Request - Individuals (Specialty Payments)							
Royalties	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	• 52255 Royalties (incl. international)	Yes W-9 or W-8 BEN (International)	1. Royalty Agreement/Amount calculation (This can be department specific or use the form provided on Controller's Office website)	
Participants	Payments made to individuals as an incentive to participate in a research study, screening, program, survey for means of gathering data, etc. for programs supported by the University.	Participants	No dollar limit	• 54534 Participant Incentives • 54535 Human subject incentives • 54541 Participant Travel	Yes W-9 or W-8 BEN (International)	1. Participant Program Memo that outlines program and dates. Not participant specific, same form can be attached to all participants. 2. IRB approval must be attached to request.	For more than 10 participants, you may use the AP upload spreadsheet. It will require attachments listed here plus Upload approval form. Institutional Review Board (IRB) resources
Participant Support Costs	Payments (USCSP & USCIP only) for stipends and subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants and trainees, but not employees, in connection with conferences/trainings or projects.	Participant Support	No dollar limit	• 54536 Participant Stipend • 54560 Participant Subsistence • 54520 Participant Fees • 54563 Participant Materials (including food for sponsored awards)	Yes W-9 or W-8 BEN (International)	1. Participant Support Payment Form (Participant Travel - submitted through TA/TRV GT eForm - see Travel Website for resources)	Additional resources: FINA 3.00 Sponsored Awards FINA 3.00 Procedure - Participant Support Costs

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Stipends	Payments made as one time or periodic payments as a part of scholarship or fellowship allowance or other payments not meeting the definition of an employee/employer relationship, as defined by HR, granted to a <u>student</u> .	Stipend	No dollar limit	• 54530 Fellowships on grants • 54531 Stipends for services rendered	Yes W-9 or W-8 BEN (International)	1. Stipend Form or department stipend information 2. Approved contract and agreement for scholarship or fellowship	54530 – Used for scholarships, fellowships, prizes/awards without a service component. e.g., the student receives the stipend payment for participating in training or learning but is not contributing or providing a service. Will result in a 1099-M to the student. 54531 – Used for scholarships, fellowships, prizes/awards with a service component. e.g., the student is assisting with research. Should occur in rare instances – refer to the Student Payment Method Decision Tree to determine the appropriate payment method. Note: Sponsors do not allow students to be employees. Will result in a 1099-N. See Student Payment Method Decision Tree .
Mentor	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 W-9 or W-8 BEN (International)	1. Invoice or Payment Memo	
Honorariums	Payments made in recognition of acts or professional services for which custom or proprietary forbids a price to be set. *No contract, invoice or predetermined price agreed upon	Honorarium	No dollar limit	• 52250 Honorarium & Guest Lecturer	Yes W-9 or W-8 BEN (International)	1. Honorarium Form	
Honorariums - International	Payments made in recognition of acts or professional services for which custom or proprietary forbids a price to be set. *No contract, invoice or predetermined price agreed upon	Honorarium Intl	No dollar limit	• 52250 Honorarium & Guest Lecturer	Yes W-9 or W-8 BEN (International)	1. Honorarium Form 2. Copy of passport, I-94 admission record and corresponding visa status documents	Payments to Foreign Nationals Matrix Information on Human Resources website for International Services for Scholars

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Payment Request - Contractual Services							
*Contractual Services	Payments made to entities for any contractual obligation that benefits the University	Contractual Service	\$10,000 or less	• Various (See 52xxx account code series)	Yes W-9 or W-8 BEN (International)	1. Invoice	
Legal Payments	Payments for legal services must first be approved by the Legal department.	Legal	No dollar limit	• 52072 Contractual Services - Legal	Yes W-9 or W-8 BEN (International)	1. Invoice	Approval by Legal department required prior to submitting payment request
Annual Maintenance Renewals	Payments made for annual maintenance renewals - software, hardware. This is a one-time annual payment	Annual Maintenance	\$10,000 or less	• 52046 Info Tech Hardware/ Software Maintenance	Yes W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice	
Capital Assets	Please see Capital Asset Account Code Matrix for guidance on asset related purchases.						
Study Abroad	Payments made to entities providing accommodations for study abroad purposes.	Study Abroad	No dollar limit	• 52092 Global/Domestic Classroom Studies	Yes W-9 or W-8 BEN (International)	1. Invoice or Study Abroad agreement 2. Program Leader Expense Form (PLEF) 3. OANDA conversion for each receipt if invoice/receipt is in foreign currency. Use date of receipt for conversion.	ACAF 2.10 Financial Arrangements for Faculty/Staff-Led Overseas Programs
Moving/Relocation	Only for invoices paid directly to a moving company.	Relocation	No dollar limit	• 52077 Contractual Services - Moving Expense	Yes W-9 or W-8 BEN (International)	1. Advance payment approval (if necessary) <i>Executed Moving Agreement & offer letter must be sent to moving@mailbox.sc.edu</i>	Moving & Relocation Procedures
Payment Request - Supplies							
*Supplies	Payments made to entities for any supplies (lab, office, maintenance, research, computer, gases, H2O, etc.)	Supplies	\$10,000 or less	• Various (See 53xxx account code series)	Yes W-9 or W-8 BEN (International)	1. Invoice	* For payments under \$5,000, use Procurement Card

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Payment Request - Dues/Fees							
Subscriptions (Non-Library)	Payments made to subscribe to either print or web publications.	Subscriptions	No dollar limit	• 54114 Subscriptions (non-library)	Yes W-9 or W-8 BEN (International)	1. Invoice or subscription renewal	
*Membership Dues	Payments made to organizations for individual or department/University memberships that benefit the university.	Membership	No dollar limit	• 54111 Membership Dues	Yes W-9 or W-8 BEN (International)	1. Invoice or subscription renewal 2. Membership justification memo	Membership justification memo with explanation membership is reasonable, justifiable and necessary to benefit the University and not just the individual.
*Licenses and Fees	Payments made to organizations for individual or department/University licenses or fees that benefit the university.	Certifications	No dollar limit	• 54110 Licenses & fees	Yes W-9 or W-8 BEN (International)	1. Invoice or Licensing registration form 2. Justification memo	
Registration Fees	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 W-9 or W-8 BEN (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, the reimbursement does not occur until after the event has happened.
Sponsorship Fees	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 W-9 or W-8 BEN (International)	1. Invoice or Sponsorship Form	Use this account for any donations or sponsorships made to outside entities.
Dept of Homeland Security	Payments made to DHS on behalf of incoming faculty.	DHS	No dollar limit	• 54002 Visa application fees	Yes W-9 or W-8 BEN (International)	1. DHS GS-1055 Fee Schedule excerpt (fee verification document) provided by HR-OIS to the unit 2. Justification memo	Memo for justification for DHS application fees (template provided by HR-OIS to the unit)

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Payment Request - Fixed Charges/Rentals/Leases							
Insurance	Payments made to entities for purchase of insurance to benefit the University (personal property, vehicle, student, etc.)	Insurance	No dollar limit	• 54100 Insurance	Yes W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice	
Rentals	Payments made to entities for one-time rentals (non-recurring). Ex. Conference space, AV equipment, container rentals, gases, etc.	Rentals	\$10,000 or less	• Various (See 54xxx account code series)	Yes W-9 or W-8 BEN (International)	1. Invoice	
Hotels	Payments made directly to hotels on behalf of travelers conducting University business	Hotels	\$10,000 or less	• Various (See 551xx account code series)	Yes W-9 or W-8 BEN (International)	1. Invoice	
Food (not individual reimbursements)	Payments made to entities for food. Ex. Caterers, grocery stores, restaurants, etc.	Food	\$10,000 or less	• 53005 Food Supplies	Yes W-9	1. Invoice (must be itemized) 2. Personal Consumption Memo approval	Personal Consumption memo needed and all food purchases will be routed to Purchasing for approval. Grant funds (USCSP) will be approved through workflow by GFM. Z funds are exempt from this approval. *Columbia Campus outside food vendor limit is \$500 BUSA 7.05
Payment Request - Utilities							
Utilities	Payments made to entities for monthly utility payments to include electricity, water/sewer, cable/satellite, telephone, cell phones, etc.	Utilities	No dollar limit	• Various (See 52xxx account code series)	Yes W-9 or W-8 BEN (International)	1. Invoice or monthly statement	If this is a payment to a single supplier with multiple invoices, submit as an AP Upload

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Payment Request - Other							
Postage	Payments made to the postal service for postage.	Postage	No dollar limit	• 53003 Postage	Yes W-9	1. Memo stating the intended use and includes intended remit address	
Bookstore	Payments made to entities for the bookstores across campuses.	Bookstore	No dollar limit	• 59100 Purchase of Books for Resale	Yes W-9	1. Invoice	Attach any credits plus indicate in the comment section "credit attached, please process with invoice"
Library	Payments made to entities for purchase of library books, subscriptions and materials	Library	No dollar limit	• Various (See 56xxx account code series)	Yes W-9 or W-8 BEN (International)	1. Invoice	Attach any credits plus indicate in the comment section "credit attached, please process with invoice"
American Express	Payments made to the University AMEX accounts.	AMEX	No dollar limit	• Various	Yes W-9	1. Invoice or monthly statement	
Payment Request - School of Medicine							
School of Medicine - Physicians	Payments made to physicians on behalf of the School of Medicine	SOM	No dollar limit	• 52071 Contractual Services - Medical Support	Yes W-9 or W-8 BEN (International)	1. invoice	
School of Medicine - Preceptors	Payments made to staff that function in the role of preceptors.	SOM	No dollar limit	• 52071 Contractual Services - Medical Support	Yes W-9 or W-8 BEN (International)	1. invoice	

• If subsequent invoices to the same supplier for the same purpose/project exceed \$10,000 a year, a PO is required and Payment Request may not be used.