INDEX Paying	Purchasing	Purchasing and Payment Methods Quick Reference  Processed Processed through NUFinancials and paid through Accounts Payable Processed through Payroll												
Companies/Departments Paying People	Processed By a Dept.	Proce	essed thro	ough NUF	inancials	Account	s Payable	Processed through Payroll						
<ul> <li>Advances</li> <li>Awards &amp; Prizes</li> <li>Employee</li> <li>Independent         <ul> <li>Contractors</li> </ul> </li> <li>Honoraria</li> <li>Reimbursements</li> <li>Research Subject         <ul> <li>Fees</li> </ul> </li> <li>Royalty Payments</li> <li>Paying Students</li> </ul>	Contact the department, provide chart string	external g services s	external goods and							Pay for hours worked via	Additional Pay Special Pay	Other Pos. Appt. Form	Payment Packet for Non- Resident	
		iBuyNU Requisition	Purchase Order (PO) Requisition	Blanket PO Requisition	On-Line Voucher: Direct Payment Request - only services or Visitor Expense Report	On-Line Voucher: Contracted Services Form	Petty Cash Reimburse for use of Personal Funds*  *Personal funds cannot be used for research subject fee	Expense Module: Reimburse for use of Personal Funds, Advances	Procurement Card: overseen by the dept. or Acctg Services (subject to department/ unit-specific transaction limits)	Kronos			Indep. Contractor, Royalties, Prizes and Awards	
Note: The headings in the left column provide policy guidance. The Xs link to processing steps.							payments.							
PAYING COMPANIES/DEPARTMENTS														
External Preferred Vendors: Catalog		<u>x</u>												
External Preferred Vendors: Non-Catalog			<u>x</u>											
Other External Vendors: Non-catalog			<u>X</u>	<u>X</u>	<u>x</u>				X					
Internal Recharge/Service Centers	<u>X</u>													
University Surplus Property Exchange	<u>X</u>													
PAYING PEOPLE														
Advances for Travel: Exempt & Non- Exempt Employees								<u>X</u>						

INDEX	Purchasing	g and Pa	yment l	Methods	Quick R	eference	<b>:</b>						1			
Paying Companies/Departments	Processed	Proce	Processed through NUFinancials and paid through Accounts Payable									Processed through Payroll				
Paying People	By a Dept.															
<ul> <li>Advances</li> <li>Awards &amp; Prizes</li> <li>Employee</li> </ul>	Contact the department, provide chart string	external g services s	chases of goods and tart with a requisition			Other procur	Pay for hours worked via	Additional Pay Special Pay	Other Pos. Appt. Form	Payment Packet for Non- Resident						
<ul> <li>Independent         Contractors</li> <li>Honoraria</li> <li>Reimbursements</li> <li>Research Subject         Fees         <ul> <li>Royalty Payments</li> </ul> </li> <li>Paying Students</li> <li>Note:         <ul> <li>The headings in the left column</li> </ul> </li> </ul>		iBuyNU Requisition	Purchase Order (PO) Requisition	Blanket PO Requisition	On-Line Voucher: Direct Payment Request - only services or Visitor Expense Report	On-Line Voucher: Contracted Services Form	Petty Cash Reimburse for use of Personal Funds  *Personal funds cannot be used for research subject fee payments.	Expense Module: Reimburse for use of Personal Funds, Advances	Procurement Card: overseen by the dept. or Acctg Services (subject to department/ unit-specific transaction limits)	Kronos			Indep. Contractor, Royalties, Prizes and Awards			
provide policy guidance.  The Xs link to processing steps.																
Awards & Prizes – Departmental: Non-Exempt Employees										<u>X</u>						
Awards & Prizes – Non-Employee, Non-Resident:													<u>x</u>			
Awards & Prizes – Non-Employee, Resident:						<u>x</u>										
Employee-Exempt position: additional payment											<u>X</u>					
Employee-Non-Exempt position or hourly temp: additional payment										<u>X</u>	<u>X</u>					
Employee-Temporary Exempt position or, Paid as University employee within last 12 months (not benefits eligible), or Unpaid appointment											X					
Independent Contractor – Non-Resident Alien working in the U.S.													<u>X</u>			

INDEX Paying	Purchasin	g and Pa	yment l	Methods	Quick R	eference	<u> </u>								
Companies/Departments Paying People	Processed By a Dept.	Proce	Processed through NUFinancials and paid through Accounts Payable								Processed through Payroll				
<ul><li>Advances</li><li>Awards &amp; Prizes</li><li>Employee</li></ul>	Contact the department, provide chart string	Most purchases of Other procurement methods external goods and services start with a standard requisition								Pay for hours worked via	Additional Pay Special Pay	Other Pos. Appt. Form	Payment Packet for Non- Resident		
<ul> <li>Independent         Contractors</li> <li>Honoraria</li> <li>Reimbursements</li> <li>Research Subject         Fees         <ul> <li>Royalty Payments</li> </ul> </li> <li>Paying Students</li> </ul> Note: The headings in the left column provide policy guidance.	Stilling .	iBuyNU Requisition	Purchase	Blanket PO Requisition	On-Line Voucher: Direct Payment Request - only services or Visitor Expense Report	On-Line Voucher: Contracted Services Form	Petty Cash Reimburse for use of Personal Funds  *Personal funds cannot be used for research subject fee payments.	Expense Module: Reimburse for use of Personal Funds, Advances	Procurement Card: overseen by the dept. or Acctg Services (subject to department/ unit-specific transaction limits)	Kronos	Porm		Indep. Contractor, Royalties, Prizes and Awards		
The Xs link to processing steps.															
Independent Contractor – Non-Resident Alien not working in the U.S. (special vendor code required)					<u>x</u>										
Independent Contractors – Set-up as a company (e.g. FEIN)			<u>x</u>		<u>x</u>										
Independent Contractors – Set-up as an individual (e.g. SS#)						<u>x</u>									
Honoraria (no services rendered) – Exempt Employee											<u>X</u>				
Honoraria (no services rendered) - Non- Exempt Employee											<u>X</u>				
Honoraria (no services rendered) – Non-Resident Visitor													<u>x</u>		
Honoraria (no services rendered) – Resident Visitor					X										

INDEX Paying	Purchasin	g and Payment Methods Quick Reference											
Companies/Departments	Processed	Proce	Processed through NUFinancials and paid through Accounts Payable Processed through P										
Paying People	By a Dept.												
<ul><li>Advances</li><li>Awards &amp; Prizes</li><li>Employee</li></ul>	Contact the department, provide chart string	external services s	rchases of goods and tart with a requisition	Other procurement methods							Additional Pay Special Pay	Other Pos. Appt. Form	Payment Packet for Non- Resident
<ul> <li>Independent         Contractors</li> <li>Honoraria</li> <li>Reimbursements</li> <li>Research Subject         Fees         Royalty Payments</li> <li>Paying Students</li> </ul> Note: <ul> <li>The headings in the left column provide policy guidance.</li> </ul>		iBuyNU Requisition	Purchase Order (PO) Requisition	Blanket PO Requisition	On-Line Voucher: Direct Payment Request - only services or Visitor Expense Report	On-Line Voucher: Contracted Services Form	Petty Cash Reimburse for use of Personal Funds  *Personal funds cannot be used for research subject fee payments.	Expense Module: Reimburse for use of Personal Funds, Advances	Procurement Card: overseen by the dept. or Acctg Services (subject to department/ unit-specific transaction limits)	via Kronos			Indep. Contractor, Royalties, Prizes and Awards
The Xs link to processing steps.													
Reimbursement & Refunds - Employee								<u>x</u>					
Reimbursement – Visitor via an Expense Report					<u>x</u>								
Research Subject Fees — Exempt & Non-Exempt Employees; Amt. < or equal to \$100 (annual limit)							X	X (Non-Travel Advance)					
Research Subject Fees — Exempt Employee; Amt. > \$100											<u>X</u>		
Research Subject Fees – Non-Exempt Employee; Amt. > \$100										<u>x</u>	<u>x</u>		
Research Subject Fees (cash payments) — Non- Employee; Non-Resident; Amt. < or equal to \$100 annual limit)							X	X (Non-Travel Advance)					

INDEX Paying	Purchasin	g and Pa	yment	Methods	Quick	Referenc	ce						1			
Companies/Departments	Processed	Proce	Processed through NUFinancials and paid through Accounts Payable									Processed through Payroll				
Paying People	By a Dept.															
<ul> <li>Advances</li> </ul>	Contact the	Most pui	rchases of			Other procu	rement method	ds		Pay for Additional Pay	Other	Payment				
<ul> <li>Awards &amp; Prizes</li> </ul>	department,	-	external goods and							hours	Special Pay	Pos.	Packet for			
• <u>Employee</u>	provide chart		services start with a							worked		Appt.	Non-			
• <u>Independent</u>	string		requisition							via		Form	Resident			
<u>Contractors</u>		iBuyNU Requisition	Purchase Order (PO)	Blanket PO Requisition	On-Line Voucher:	On-Line Voucher:	Petty Cash Reimburse	Expense Module:	Procurement Card:	Kronos			Indep. Contractor,			
Honoraria		Requisition	Requisition	Requisition	Direct	Contracted	for use of	Reimburse	overseen by				Royalties,			
Reimbursements			nequionion		Payment	Services	Personal	for use of	the dept. or				Prizes and			
Research Subject Fees					Request -	Form	Funds	Personal	Acctg				Awards			
Royalty Payments					only			Funds,	Services							
Paying Students					services or Visitor		*Personal funds cannot be used for	Advances	(subject to department/							
Note:					Expense		research		unit-specific							
The headings in the left column					Report		subject fee payments.		transaction limits)							
provide policy guidance.							paye.		illines							
The Xs link to processing steps.																
Research Subject Fees (check payments)																
– Non- Employee; Non-Resident; Amt. >													<u>X</u>			
\$100																
Research Subject Fees (cash or check payments) –																
Non- Employee; Resident; Amt. < or					<u>X</u>		<u>X</u>									
equal to \$100 (annual limit)																
Research Subject Fees (check payments)					<u>x</u>											
– Non-Employee; Resident; Amt. > \$100																
Royalty Payments – Employee (special vendor code required)					<u>X</u>											
Royalty Payments –																
Non-Employee; Non-Resident													<u>X</u>			
Royalty Payments –																
Non-Employee; Resident					<u>X</u>											
PAYING STUDENTS						1	1		1							
Advances: Graduate Student with a					Y											
Sponsor					X											
<u>Awards and Prizes: Departmental – Non-Residents</u>													<u>X</u>			
Awards and Prizes: Departmental -																
Residents					<u>X</u>											
Scholarships: Departmental												v				
(appointment position form)												<u>X</u>				