

**INDEX**

- [Paying Companies/Departments](#)
- [Paying People](#)

- [Advances](#)
- [Awards & Prizes](#)
- [Employee Contractors](#)
- [Honoraria](#)
- [Reimbursements](#)
- [Research Subject Fees](#)
- [Royalty Payments](#)

[Paying Students](#)

**Note:**  
The headings in the left column provide policy guidance.

The Xs link to processing steps.

## Purchasing and Payment Methods Quick Reference

	Processed By a Dept.	Processed through NUFinancials and paid through Accounts Payable								Processed through Payroll			
	Contact the department, provide chart string	Most purchases of external goods and services start with a standard requisition		Other procurement methods						Pay for hours worked via Kronos	Additional Pay Special Pay	Other Pos. Appt. Form	Payment Packet for Non-Resident Indep. Contractor, Royalties, Prizes and Awards
		iBuyNU Requisition	Purchase Order (PO) Requisition	Blanket PO Requisition	On-Line Voucher: Direct Payment Request - only <u>services</u> 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)				
<b>PAYING COMPANIES/DEPARTMENTS</b>													
<a href="#">External Preferred Vendors: Catalog</a>		<a href="#">X</a>											
<a href="#">External Preferred Vendors: Non-Catalog</a>			<a href="#">X</a>										
<a href="#">Other External Vendors: Non-catalog</a>			<a href="#">X</a>	<a href="#">X</a>	<a href="#">X</a>				<a href="#">X</a>				
<a href="#">Internal Recharge/Service Centers</a>	<a href="#">X</a>												
<a href="#">University Surplus Property Exchange</a>	<a href="#">X</a>												
<b>PAYING PEOPLE</b>													
<a href="#">Advances for Travel: Exempt &amp; Non-Exempt Employees</a>									<a href="#">X</a>				

**INDEX**

- [Paying Companies/Departments](#)
- [Paying People](#)

- [Advances](#)
- [Awards & Prizes](#)
- [Employee Contractors](#)
- [Honoraria](#)
- [Reimbursements](#)
- [Research Subject Fees](#)
- [Royalty Payments](#)

[Paying Students](#)

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<a href="#">Awards &amp; Prizes – Departmental: Non-Exempt Employees</a>									<a href="#">X</a>			
<a href="#">Awards &amp; Prizes – Non-Employee, Non-Resident:</a>												<a href="#">X</a>
<a href="#">Awards &amp; Prizes – Non-Employee, Resident:</a>					<a href="#">X</a>							
<a href="#">Employee-Exempt position: additional payment</a>										<a href="#">X</a>		
<a href="#">Employee-Non-Exempt position or hourly temp: additional payment</a>									<a href="#">X</a>	<a href="#">X</a>		
<a href="#">Employee-Temporary Exempt position or, Paid as University employee within last 12 months (not benefits eligible), or Unpaid appointment</a>										<a href="#">X</a>		
<a href="#">Independent Contractor – Non-Resident Alien working in the U.S.</a>												<a href="#">X</a>



**INDEX**

- [Paying Companies/Departments](#)
- [Paying People](#)

- [Advances](#)
- [Awards & Prizes](#)
- [Employee Contractors](#)
- [Honoraria](#)
- [Reimbursements](#)
- [Research Subject Fees](#)
- [Royalty Payments](#)

[Paying Students](#)

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<a href="#">Reimbursement &amp; Refunds - Employee</a>								<a href="#">X</a>				
<a href="#">Reimbursement - Visitor via an Expense Report</a>					<a href="#">X</a>							
<a href="#">Research Subject Fees - Exempt &amp; Non-Exempt Employees; Amt. &lt; or equal to \$100 (annual limit)</a>							<a href="#">X</a>	<a href="#">X</a> (Non-Travel Advance)				
<a href="#">Research Subject Fees - Exempt Employee; Amt. &gt; \$100</a>										<a href="#">X</a>		
<a href="#">Research Subject Fees - Non-Exempt Employee; Amt. &gt; \$100</a>									<a href="#">X</a>	<a href="#">X</a>		
<a href="#">Research Subject Fees (cash payments) - Non-Employee; Non-Resident; Amt. &lt; or equal to \$100 annual limit</a>							<a href="#">X</a>	<a href="#">X</a> (Non-Travel Advance)				

**INDEX**

- [Paying Companies/Departments](#)
- [Paying People](#)

- [Advances](#)
- [Awards & Prizes](#)
- [Employee](#)
- [Independent Contractors](#)
- [Honoraria](#)
- [Reimbursements](#)
- [Research Subject Fees](#)
- [Royalty Payments](#)

[Paying Students](#)

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		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				
<a href="#">Research Subject Fees (check payments) – Non- Employee; Non-Resident; Amt. &gt; \$100</a>												<a href="#">X</a>
<a href="#">Research Subject Fees (cash or check payments) – Non- Employee; Resident; Amt. &lt; or equal to \$100 (annual limit)</a>					<a href="#">X</a>		<a href="#">X</a>					
<a href="#">Research Subject Fees (check payments) – Non-Employee; Resident; Amt. &gt; \$100</a>					<a href="#">X</a>							
<a href="#">Royalty Payments – Employee (special vendor code required)</a>					<a href="#">X</a>							
<a href="#">Royalty Payments – Non-Employee; Non-Resident</a>												<a href="#">X</a>
<a href="#">Royalty Payments – Non-Employee; Resident</a>					<a href="#">X</a>							
<b>PAYING STUDENTS</b>												
<a href="#">Advances: Graduate Student with a Sponsor</a>					<a href="#">X</a>							
<a href="#">Awards and Prizes: Departmental – Non-Residents</a>												<a href="#">X</a>
<a href="#">Awards and Prizes: Departmental - Residents</a>					<a href="#">X</a>							
<a href="#">Scholarships: Departmental (appointment position form)</a>												<a href="#">X</a>