

University Controller's Office  
PeopleSoft Payment Request Matrix

Payment Request Type <i>(Use the type of the Payment Request as the first word when entering the description)</i>	Description	Description Short Name	Dollar Limits	Account Code	Supplier (Yes/No)	Attachments Needed (All in ONE document)	Special Instruction
<b>Payment Request - Individuals (Faculty/Staff)</b>							
<b>Cash Advances</b>	To advance funds for educational programs, trips, research participants, <b>all gift cards</b> , athletic team travel.	Cash Advance	No dollar limit	- 10203 C&G Cash Advance - 10204 Cash Advance - 10205 Team Travel Cash Advance	<b>Yes</b> Use the Custodian Employee Form or the Student Supplier Form	1- Cash Advance Form	- Please see the Cash Advance Procedures for Settlements on the <a href="#">Controller's Website</a> .  - If considering a Cash Advance for research participants, please review our new <a href="#">Research Participant Card Program</a> .
<b>Travel Advances</b>	To advance funds for the purpose of business travel on behalf of the University. (Students Only)	Travel Advance	No dollar limit	- 10206 Travel Advance	<b>Yes</b> Use the Student Supplier Form	1 - Travel Advance Form	Please see the Travel Advance Procedures for Settlements on the <a href="#">Controller's Website</a> . Employees must use Travel Module
<b>Student Reimbursements Supplies/Fees</b>	Reimbursements to Students for Supplies and Fees which are used in conjunction with their job	Reimbursement	No dollar limit	- Various (See 53XXX Account Codes Series)	<b>Yes</b> Use the Student Supplier Form	1 - Itemized receipts and proof of payment	Reimbursements should be the exception and not the norm, please use department purchasing cards.
<b>Student Reimbursement Food</b>	Reimbursements to Students for Food and Meals which are in conjunction with their job.	Reimbursement	No dollar limit	- 53005 Food	<b>Yes</b> Use the Student Supplier Form	1 - Itemized receipts and proof of payment 2 - Food approval memo ( <i>memo must be signed by VP level or higher</i> ) <b>** This will be routed to Purchasing for approval.</b>	Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval.
<b>Student Reimbursement Memberships</b>	Reimbursements to Students for membership dues which are necessary part of their jobs and are a benefit to the University.	Reimbursement	No dollar limit	- 54111 Membership Dues	<b>Yes</b> Use the Student Supplier Form	1 - Itemized receipts and proof of payment 2 - Membership Justification memo with explanation membership is reasonable, justifiable and necessary to benefit the University and not just the individual.  <b>Approvals for payment as follows:</b> <i>Deans/VP - Approved by Supervisor, Faculty - Approved by Deans or designee, Staff - Approved by VP, Dean or designee</i>	Reimbursements should be the exception and not the norm, please use department purchasing cards.
<b>Moving/Relocation</b>	<b>NO LONGER PROCESSED THROUGH PAYMENT REQUEST PLEASE SEE PROCEDURES</b>	Relocation	No dollar limit	- 52077 Moving Expenses	Yes W-9 or W-8(International)	1 - Copy of employment relocation authorization letter 2 - Moving relocation settlement form 3 - Itemized receipts	The Moving and Relocation procedures can be found on the <a href="#">Controller's Website</a> .
<b>Payment Request - Individuals - Specialty Payments</b>							
<b>Royalties</b>	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	- 51432 Royalties and Commissions - 51434 Royalties - International	<b>Yes</b> W-9 or W-8(International)	1 - Royalty Agreement/Amount Calculation <i>(This can be department specific or use the form provided on Controller's website)</i>	

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<b>Participants</b>	Payments made to individuals as an incentive to take part or participate in to include but not limited to, research studies, screenings, programs, and/or surveys for a means of gathering information and/or data for programs supported by the University.	Participants	No dollar limit	- 54533 Participant Costs - 54534 Participant Costs Greater than \$50	Yes W-9 or W-8 BEN (International)	1 - Participant Program Memo that outlines the Program and Dates. Not participant specific, same form can be attached to all participants in the given program.  2- The Institutional Review Board (IRB) approval must be attached to the request. Instructions can be found on the <a href="#">Institutional Review Board Website</a> .	For more than 10 participants, you may use the APUpload Spreadsheet. See <a href="#">Controller's Website</a> - AP Upload Section for information. It will require the attachments listed here plus the Upload approval form.
<b>Stipends</b>	Payments made as one time or periodic payments as a part of scholarship or fellowship allowance granted to a <b>student</b> .	Stipend	No dollar limit	- 54530 Contract and Grants Funding - 54531 Stipends/Fellowships - 51433 Stipends - International	Yes W-9 or W-8 BEN (International)	1 - Stipend Form or Department Stipend Information 2-Approved Contract and the agreement for scholarship or fellowship	
<b>Mentor</b>	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(International)	1 -Invoice or Payment Memo	
<b>Honorariums</b>	Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.	Honorarium	No dollar limit	- 51440 Honorarium	Yes W-9	1 - Honorarium Form	The Honorarium Form can be found on the <a href="#">Controller's Website</a> .
<b>Honorariums - International</b>	Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.	Honorarium Intl	No dollar limit	- 51439 Honorarium - International	Yes W-8 BEN (International)	1 - Honorarium Form 2- International Support Approval Form 3 - Copy of Passport and Entry Stamp	The International Support approval form or (IS4) can be found on the <a href="#">Human Resources Website</a> under the International Scholars Tab.
<b>Payment Request - Contractual Services</b>							
<b>*Contractual Services</b>	Payments made to entities for any contractual obligation that benefits the University.	Contractual Service	Under \$10,000	- Various (See 52XXX Account Codes Series)	Yes W-9 or W-8(International)	1 - Invoice	
<b>Legal Payments</b>	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(International)	1 - Invoice	Approval by Legal department required prior to submitting payment request.
<b>Annual Maintenance Renewals</b>	Payments made to for annual maintenance renewals - software, hardware. This is one time annual payment.	Annual Maintenance	No dollar limit	- 52046 - Info Tech Hardware/Software Maintenance Contracts	Yes W-9 or W-8(International)	1 - Invoice or Renewal Notice	
<b>Study Abroad</b>	Payments made to entities providing accommodations for study aboard purposes.	Study Abroad	No dollar limit	- 52092 Global/Domestic Study Programs	Yes W-9 or W-8(International)	1 - Invoice or Study Abroad Agreement 2- Program Leader Expense Form (PLEF) 3- OANDA conversion for each receipt when receipt is in a foreign currency. The OANDA must be for the date of the receipt.	<a href="http://www.sc.edu/policies/acaf210.pdf">http://www.sc.edu/policies/acaf210.pdf</a>

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<b>Payment Request - Supplies</b>							
<b>*Supplies</b>	Payments made to entities for any supplies (lab, office, maintenance, research, computer supplies, gases - H2O, etc.)	Supplies	Under \$10,000	- Various (See 53XXX Account Codes Series)	Yes W-9 or W-8(International)	1 - Invoice	For any payments under \$5000, please use the P-Card.
<b>Payment Request - Dues/Fees</b>							
<b>Subscriptions (Non-Library)</b>	Payments made to subscribe to either print or web publications.	Subscriptions	No dollar limit	- 54114 Subscriptions (Non-Library)	Yes W-9 or W-8(International)	1 - Invoice or Subscription Renewal	
<b>*Memberships Dues</b>	Payments made to organizations for individual or department/University memberships to organizations that benefit the University.	Membership	No dollar limit	- 54111 Membership Dues	Yes W-9 or W-8 BEN (International)	1 - Invoice or Renewal Notice 2- Membership Certification Memo	Membership Justification memo with explanation membership is reasonable, justifiable and necessary to benefit the University and not just the individual.
<b>*Licenses and Fees</b>	Payments made to organizations for individual or department/University licenses of fees that benefit the University	Certifications	No dollar limit	- 54110 Licenses and Fees	Yes W-9 or W-8 BEN (International)	1 - Invoice or a Licensing Registration Form 2- Certification Memo	
<b>Registration Fees</b>	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, then it should be processed through the Travel Office.
<b>Sponsorship Fees</b>	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 code for any Donations or Sponsorships made to outside entities.
<b>Dept of Homeland Security</b>	Payments made to DHS on behalf of incoming faculty.	DHS	No dollar limit	- 54002 Visa Application Fees	Yes W-9 or W-8(International)	1 - Visa Application Form 2- Memo for justification	Memo for justification for the VISA application fees and approval through International Support Office.
<b>Payment Request - Fixed Charges/Rentals/Leases</b>							
<b>Insurance</b>	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(International)	1 - Invoice or Renewal Notice	
<b>Rentals</b>	Payments made to entities for one-time rentals (non-recurring) Examples are conference space, AV equipment, container rentals - gases, etc.	Rentals	Under \$10,000	- Various (See 54XXX Account Codes Series)	Yes W-9 or W-8(International)	1 - Invoice	
<b>Hotels (New)</b>	Payments made directly to hotels on behalf of travelers conducting business on behalf of the University.	Hotels	Under \$10,000	- Various (See 5202X Account Codes Series)	Yes W-9 or W-8(International)	1 - Invoice	Please reference TA number that is on file with the travel office if available.

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<b>Food (not individual reimbursements)</b>	Payments to entities for food such as caterers, grocery stores, and restaurants.	Food	Under \$10,000	- 53005 Food	Yes - W9	1 - Invoice (must be itemized)	Food approval memo needed; all food purchases will be routed to purchasing. Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval.
<b>Payment Request - Utilities</b>							
<b>Utilities</b>	Payments made to entities for monthly utility payments to include electricity, water/sewer, cable/satellite, telephone, cell phones.	Utilities	No dollar limit	- Various (See 52XXX Account Codes Series)	Yes W-9 or W-8(International)	1 - Monthly Statements (Invoices)	If this is a payment to a single Supplier with multiple invoices, please submit as an AP Upload.
<b>Payment Request - Bookstore</b>							
<b>Bookstore</b>	Payments made to entities for the bookstores across campuses.	Bookstore	No dollar limit	- 59100 Series Resale Expenditure Codes	Yes - W9	1 - Invoice	Attach any credits plus indicate in the comment section "credit attached please process with invoice"
<b>Payment Request - Library</b>							
<b>Library</b>	Payments made to entities for purchase library books, subscriptions and materials	Library	No dollar limit	- Various (See 56XXX Account Codes Series)	Yes W-9 or W-8(International)	1 - Invoice	Attach any credits plus indicate in the comment section "credit attached please process with invoice"
<b>Payment Request - Travel</b>							
<b>American Express</b>	Payments made to the University AMEX accounts.	AMEX	No dollar limit	- Various	Yes - W9	1 - Monthly Statements (Invoices)	
<b>Diners Club</b>	Payments made to the University Diners Club accounts.	DC	No dollar limit	- Various	Yes - W9	1 - Monthly Statements (Invoices)	
<b>Payment Request - Medical School</b>							
<b>School of Medicine - Physicians</b>	Payments made to <b>physicians</b> on behalf of the school of medicine.	SOM	No dollar limit	- 52071 Contractual Services - Medical	Yes W-9 or W-8(International)	1 - Invoice	
<b>School of Medicine - Preceptors</b>	Payments to staff that function in the role of preceptors.	SOM	No dollar limit	- 52071 Contractual Services - Medical	Yes W-9 or W-8(International)	1 - Invoice	

\* These Payment Request types require the use of P-card if allowed for purchases less than \$5,000. If the P-card is not accepted then submit a Payment Request.