

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
<b>Payment Request - Individuals (Faculty/Staff)</b>							
<b>Cash Advances</b>	To advance funds for educational programs, trips, athletic team travel. (Program Card recommended for educational program expenses)	Cash Advance	No dollar limit	<ul style="list-style-type: none"> <li>• <b>10204</b> Cash Advance</li> <li>• <b>10205</b> Team Travel Advance</li> </ul>	<p><b>Yes</b> Use the <a href="#">Cash Custodian Supplier Form</a></p>	1. <a href="#">Cash Advance Form</a>	See <a href="#">Cash Advance Procedures for Settlements</a> on Controller's Office website
<b>Travel Advances</b>	To advance 70% of hotel & meal expenses for University business travel. <b>(Students only)</b>	Travel Advance	No dollar limit	<ul style="list-style-type: none"> <li>• <b>10206</b> Travel Advance</li> </ul>	<p><b>Yes</b> Use the <a href="#">Cash Custodian Supplier Form</a></p>	1. <a href="#">Travel Advance Form</a> 2. Approved TA	See <a href="#">Travel Advance Procedures for Settlements</a> on Controller's Office website * Employees must use PeopleSoft Travel & Expense module
<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	<ul style="list-style-type: none"> <li>• <b>52255</b> Royalties (incl. international)</li> </ul>	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	1. Royalty Agreement/Amount calculation (This can be department specific or use the <a href="#">form</a> provided on Controller's Office website)	
<b>Participants</b>	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	<ul style="list-style-type: none"> <li>• <b>54533</b> Participant Incentives under \$50</li> <li>• <b>54534</b> Participant Incentives over \$50</li> <li>• <b>54535</b> Human subject incentives</li> </ul>	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	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. <a href="#">Institutional Review Board (IRB) resources</a>
<b>Participant Support Costs</b>	Payments ( <b>USCSP &amp; USCIP only</b> ) 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	<ul style="list-style-type: none"> <li>• <b>54536</b> Participant Stipend</li> <li>• <b>54560</b> Participant Subsistence</li> <li>• <b>54520</b> Participant Fees</li> <li>• <b>54563</b> Participant Materials</li> </ul>	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	1. <a href="#">Participant Support Payment Form</a>  (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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<b>Stipends</b>	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	<ul style="list-style-type: none"> <li>• <b>54530</b> Fellowships on grants</li> <li>• <b>54531</b> Stipends for services rendered</li> </ul>	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	<ol style="list-style-type: none"> <li>1. <a href="#">Stipend Form</a> or department stipend information</li> <li>2. Approved contract and agreement for scholarship or fellowship</li> </ol>	<p>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.</p> <p>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 <a href="#">Student Payment Method Decision Tree</a>.</p>
<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	• <b>52070</b> Contractual Services	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	1. Invoice or Payment Memo	
<b>Honorariums</b>	Payments made in recognition of acts or professional services for which custom or proprietary forbids a price to be set. <b>*No contract, invoice or predetermined price agreed upon</b>	Honorarium	No dollar limit	• <b>52250</b> Honorarium & Guest Lecturer	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	1. <a href="#">Honorarium Form</a>	
<b>Honorariums - International</b>	Payments made in recognition of acts or professional services for which custom or proprietary forbids a price to be set. <b>*No contract, invoice or predetermined price agreed upon</b>	Honorarium Intl	No dollar limit	• <b>52250</b> Honorarium & Guest Lecturer	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	<ol style="list-style-type: none"> <li>1. <a href="#">Honorarium Form</a></li> <li>2. Copy of passport, I-94 admission record and corresponding visa status documents</li> </ol>	<p><a href="#">Payments to Foreign Nationals Matrix</a></p> <p>Information on <a href="#">Human Resources website</a> for International Services for Scholars</p>
<b>Payment Request - Contractual Services</b>							
<b>*Contractual Services</b>	Payments made to entities for any contractual obligation that benefits the University	Contractual Service	\$10,000 or less	• <b>Various</b> (See 52xxx account code series)	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	1. Invoice	
<b>Legal Payments</b>	Payments for legal services must first be approved by the Legal department.	Legal	No dollar limit	• <b>52072</b> Contractual Services - Legal	<p><b>Yes</b> W-9 or W-8 BEN (International)</p>	1. Invoice	Approval by Legal department required prior to submitting payment request

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<b>Annual Maintenance Renewals</b>	Payments made for annual maintenance renewals - software, hardware. This is a one-time annual payment	Annual Maintenance	\$10,000 or less	• <b>52046</b> Info Tech Hardware/ Software Maintenance	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice	
<b>Capital Assets</b>							Please see <a href="#">Capital Asset Account Code Matrix</a> for guidance on asset related purchases.
<b>Study Abroad</b>	Payments made to entities providing accommodations for study abroad purposes.	Study Abroad	No dollar limit	• <b>52092</b> Global/Domestic Classroom Studies	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice or Study Abroad agreement 2. <a href="#">Program Leader Expense Form (PLEF)</a> 3. OANDA conversion for each receipt if invoice/receipt is in foreign currency. Use date of receipt for conversion.	<a href="#">ACAF 2.10</a> Financial Arrangements for Faculty/Staff-Led Overseas Programs
<b>Moving/Relocation</b>	<b>Only for invoices paid directly to a moving company.</b>	Relocation	No dollar limit	• <b>52077</b> Contractual Services - Moving Expense	<b>Yes</b> W-9 or W-8 BEN (International)	1. Advance payment approval (if necessary) ( <i>Executed Moving Agreement &amp; offer letter must be sent to moving@mailbox.sc.edu</i> )	<a href="#">Moving &amp; Relocation Procedures</a>
<b>Payment Request - Supplies</b>							
<b>*Supplies</b>	Payments made to entities for any supplies (lab, office, maintenance, research, computer, gases, H2O, etc.)	Supplies	\$10,000 or less	• <b>Various</b> (See 53xxx account code series)	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice	* For payments under \$5,000, use Procurement 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	• <b>54114</b> Subscriptions (non-library)	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice or subscription renewal	
<b>*Membership Dues</b>	Payments made to organizations for individual or department/University memberships that benefit the university.	Membership	No dollar limit	• <b>54111</b> Membership Dues	<b>Yes</b> 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.
<b>*Licenses and Fees</b>	Payments made to organizations for individual or department/University licenses or fees that benefit the university.	Certifications	No dollar limit	• <b>54110</b> Licenses & fees	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice or Licensing registration form 2. Justification memo	

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<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	<b>Yes</b> 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.
<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	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice or Sponsorship Form	Use this account 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	<b>Yes</b> 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)
<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	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice	
<b>Rentals</b>	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)	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice	
<b>Hotels</b>	Payments made directly to hotels on behalf of travelers conducting University business	Hotels	\$10,000 or less	• Various (See 551xx account code series)	<b>Yes</b> W-9 or W-8 BEN (International)	1. Invoice	
<b>Food (not individual reimbursements)</b>	Payments made to entities for food. Ex. Caterers, grocery stores, restaurants, etc.	Food	\$10,000 or less	• 53005 Food Supplies	<b>Yes</b> 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. <a href="#">BUSA 7.05</a>
<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, etc.	Utilities	No dollar limit	• Various (See 52xxx account code series)	<b>Yes</b> 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 <a href="#">AP Upload</a>
<b>Payment Request - Other</b>							

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