Disbursement Voucher

Guide to

Electronic Document Preparation
### TABLE OF CONTENTS

**DISBURSEMENT VOUCHER (DV) OVERVIEW** .................................................................................. 4

**DV DOCUMENT LAYOUT** ........................................................................................................ 5

**Document Header** .................................................................................................................. 6

**Disbursement Voucher Tabs** ................................................................................................. 7

**Document Overview** .............................................................................................................. 8

- Description ................................................................................................................................... 9
- Explanation ................................................................................................................................... 9
- Bank Code .................................................................................................................................. 9
- Org. Doc # .................................................................................................................................. 9
- Total Amount ............................................................................................................................... 9

**Payment Information** ............................................................................................................ 10

- Check Amount ........................................................................................................................... 13
- Check Stub Text ........................................................................................................................... 13
- Due Date .................................................................................................................................... 14
- Payment Type ............................................................................................................................. 14

- Other Considerations ................................................................................................................ 14

- Check Enclosure ......................................................................................................................... 14
- Special Handling ......................................................................................................................... 14
- W9/W-8BEN Completed ............................................................................................................... 14

**Payment Method** .................................................................................................................... 14

- Check/ACH ................................................................................................................................ 14
- Foreign Draft ............................................................................................................................... 14
- Wire Transfer ............................................................................................................................... 14

**Document Location Code** ..................................................................................................... 14

**Accounting Lines Tab** ............................................................................................................ 15

**Accounting Lines Tab Summary of Fields** .......................................................................... 16

- Chart Code ................................................................................................................................. 16
- Account Number ......................................................................................................................... 16
- Sub-Account Code ....................................................................................................................... 16
- Object Code ............................................................................................................................... 16
- Sub-Object Code ......................................................................................................................... 16
- Project Code .............................................................................................................................. 16
- Organization Reference ID ......................................................................................................... 16
- Amount ....................................................................................................................................... 16
- Line Description ........................................................................................................................ 16
- Actions ......................................................................................................................................... 16

**Contact Information Tab** ........................................................................................................ 17

**Special Handling Tab** ............................................................................................................ 18

**Nonresident Alien Tax Tab** .................................................................................................... 19

**Wire Transfer Tab** .................................................................................................................. 19

**Foreign Draft Tab** ................................................................................................................... 20

**Pre-Disbursement Processor Status Tab** ............................................................................... 20

- Pre-Disbursement Processor Status ......................................................................................... 20
- PDP Extract Date ........................................................................................................................ 20
- PDP Paid Date ............................................................................................................................. 20
- PDP Cancellation Date ............................................................................................................... 20

**General Ledger Pending Entries Tab** .................................................................................... 21

**Notes and Attachments Tab** .................................................................................................. 22
Ad Hoc Recipients Tab
Action Requested
APPROVE
FYI
ACKNOWLEDGE
Route Log tab

PAYMENT REASON CODE TABLE
Disbursement Voucher (DV) Overview

The Disbursement Voucher (DV) e-doc is used to reimburse employees and nonemployees for expenses incurred while conducting Stevens business and to pay other vendors for performing a service, or providing material goods for Stevens.

The disbursement voucher may be used in situations in which a payment is not processed through another procurement method, such as purchase order or procurement card.

The following are some instances in which a disbursement voucher might be used:

- An employee needs to be reimbursed for travel or other business expenses that were paid for out of personal funds.
- A department wishes to purchase a subscription to an academic journal.
- An honorarium is needed for a guest speaker.
- Research participants need to be compensated for taking part in a scientific study.
- An employee needs to register in advance for a work-related conference.

A disbursement voucher e-doc requires more information than most financial documents. Each disbursement voucher must include at least the following information:

- Who is to be paid (the 'Payee')
- Why the payee is being paid (the 'Payment Reason Code', this dictates taxability of payment)
- How much the payee is to be paid and how the payment is to be made (the 'Amount' and 'Payment Method')
- Where any supporting documentation is stored (the 'Documentation Location')
- Whether any forms or documents need to be physically sent with the payment (the 'Check Enclosure')
- The name and phone number of the individual requesting the disbursement (the ‘Contact’)

This is the path to follow from the Departmental Menu of the Kuali Portal to get to the Disbursement Voucher (DV) document.
### Disbursement Voucher (DV)

#### Purpose
- Reimburse employees and nonemployees for travel or other business expenses
- Pay vendors for services that did not require a purchase order

#### Users
- Department and central users

#### Restrictions
- Sub-Funds: TRUE – True Endowments
- FFE – Funds Functioning as Endowments

#### Routing
1. Organization Administrative Reviewer
2. Fiscal Officer
3. Organization Reviewer (based on amount)
4. Tax Manager
5. Disbursement Manager

### DV Document Layout

The DV e-doc has two main parts:

1. The Document Header
2. The Disbursement Voucher Tabs
Document Header
These fields are displayed in the document header:

Document Number (Doc Nbr)
Initiator
Status and Date and Time Stamp (Created).

These four fields in the Document Header are automatically filled-in when you initiate (open) a new document.

The Status will update based on actions taken by the initiator, as well as, approvers and reviewers, as the e-doc routes for approval.

The other three fields (Doc Nbr, Initiator and Created) cannot be changed or modified in any way.

Remember, any place you see this you can click for on screen help.

It’s a good idea to write down the Doc Nbr on your original documentation so you can easily pull up the DV when you are performing a search. You can also search for your initiated DV e-doc by clicking on.

In the search screen that presents (example below), type in: DV for Type; the name of the initiator and the approximate time frame that the e-doc was initiated in the Created From and Created To fields and click search.
Disbursement Voucher Tabs
To help with readability, begin with all tabs collapsed by clicking **collapse all.**

Here is the resulting screen.

You can open each tab, one at a time, by clicking **show** on each individual tab.

This guide will walk through all the tabs with an explanation of each relevant field and the purpose of the tab.
Four tabs of the DV are always required: **Document Overview**, **Accounting Lines**, **Payment Information** and **Contact Information**.

**Document Overview**

Start with clicking **show** on the **Document Overview** tab.

Note the tab opens and the **show** button becomes a **hide** button.

**Document Overview** shows what the Disbursement Voucher e-doc is created for and it allows you to enter both a Description (required) and a brief Explanation (optional). Choose terminology that will make sense to you later when you perform searches.
NOTE: As always, fields marked with an asterisk (*) are required and cannot be left blank.

**Description** is a required field that can hold up to 40 characters. Choose terminology that will make sense to you later when you perform searches. The system will precede your description with the word requisition, so consider that when using the forty characters to best refer to your transaction. This description will appear in the general ledger as the title for this transaction. (A KFS feature yet to be discussed is the Action List. This is a user specific list of the e-doc’s requiring their review, completion, approval or acknowledgement. The description will show on the Action List.)

**Explanation** is optional, but can be very useful to the initiator and the subsequent approvers as the document routes through the workflow approval process.

Start by completing the first required field, **Description**. For this part of the text we will enter “Example DV for Reference Guide 7.6.11”. This required field must be completed to save the document, another feature that will be demonstrated.

**Bank Code** is the next required field, it will pre fill with 13 PNC Bank N.A. This is the bank account at PNC Bank used for all check disbursements from Stevens. The bank code for Wire transfers is “01” and will be changed the by Accounts Payable Manager before being approved.

**Org. Doc #** is an optional field defined for interdepartmental purposes.

**Total Amount** is a display field, that is, it will reflect the total amount of the DV that is entered in a later tab. This field will update after that tab is completed and the document is saved or submitted.

Complete the Document Overview tab.
Click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

The following screen will result note the message at the top of the e-doc.

Messages regarding users’ actions (saving, submitting, reloading, etc.) will show here. Error messages will present here as well, along with red notations near the area in error.

Below is a summary of the fields in the **Document Overview** tab. In this chart, required fields are further marked by appearing in blue highlight.

<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Required</td>
<td>Short statement of what the DV is for. <em>This is what will display in the Action List and the general ledger, so be specific. Limited to 40 characters.</em></td>
</tr>
<tr>
<td>Org. Doc. #</td>
<td>Optional</td>
<td>Not required; optional number defined for interdepartmental purposes.</td>
</tr>
<tr>
<td>Explanation</td>
<td>Optional</td>
<td>Reasonable explanation of what the DV is for; used to supplement <strong>Description</strong>. Do not include invoice number in this field.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Display Only</td>
<td>Total dollar amount of the DV; updates when document is saved.</td>
</tr>
</tbody>
</table>

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click on the **hide** button on the **Document Overview** tab.

**Payment Information**

Click on the **show** button on the **Payment Information** tab.
The first field is a required field, Payment Reason Code. This will prefill from the information you enter in the Payee ID. Retrieve the Payee ID by clicking on the look up icon. The screen on the next page will present.

Fill in the payment reason code using the drop down menu. Consult the chart on the last two pages of this guide which details the codes and their descriptions. In our example we are going to choose B – Employee Reimbursement for Out of Pocket.

Next, you complete a few of the fields to help with the look up of the payee.

- When searching for names of employees or students that have been paid and included in Steven’s payroll, use the Person First and Last Name when searching for employees (code B). If you are uncertain of a name spelling or have only a partial ID number you can utilize the wild card *'. This is also useful if a name is particularly long or has a tricky spelling. Type the characters of the name you are sure of, preceded and followed by asterisks. For example for George Washington, you could type Geo* in the first name and *ington* in the last name.
- Use the Vendor Name field for all other payee types. Vendor name can be a non-employee individual or company.
Examples of both types of look ups are shown on the next page.

In the search example below for the Employee Reimbursement we typed B* in the first name and V* for the last name.

Click search.
By utilizing the wildcard feature as we did, you will get a list of all persons whose first name starts with B and whose last name starts with V. (This serves to demonstrate the wild card functionality, in most instances you would most certainly have the full name of the individual being reimbursed, although you could be uncertain of exact spelling. You can use this wild card search feature in any field.)

Read through the list of Employee Payees that match your criteria. Click on the return value link.

For Non-Employee reimbursements and all Vendors (including companies or individuals) use the Vendor name field.

Now back to our DV walk through example.
We know we are going to reimburse Loretta Fuches, so we type those names in the appropriate boxes, then click search. Note there is only one value returned. Click on return value and note on the next screen the information that is brought into the DV e-doc.

On the following screen note all of the fields that are completed by the return value of the look up.

**Check Amount:** You will need to enter the total amount of the disbursement for this e-doc.

**Check Stub Text:** You will need to enter the information regarding the payment itself; this information is intended for the payee. This commonly includes what the payment is for (invoice number, for example) or other information to assist
the payee in identifying the source and reason for the payment. *(Note: Only the first 10 characters will print on the check stub.)*

**Due Date:** The default date that populates is the next business day. Enter the date or select it from the calendar for due dates other than the default date. Any date selected must be later than the default date. Please note: checks run dates are generally Thursdays in 5 day work weeks. E-docs must be in the action list of the Accounts Payable Manager or Voucher Auditor no later than Wednesday at 5PM for a check to be cut on Thursday.

**Payment Type:** Prefilled as determined by the payee selected for the DV.

**Other Considerations:** Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment:

- **Check Enclosure:** Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Examples might include a registration form that must accompany a payment of a conference fee or a subscription form that must be returned with payment for a subscription to an academic journal. Selecting the check box properly indicates that there is a form or other attachment that must accompany the check.

- **Special Handling:** Indicates that the payment should be mailed to a person other than the payee. For example, a check needs to be returned to the document initiator so it can be express mailed or picked up by the payee. When selected, a message asking you to add a note explaining the need for special handling is displayed. Unless there are significant extenuating circumstances, checks will be mailed directly to the Payee by Accounts Payable.

- **W9/W-8BEN Completed:** Indicates if the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed as part of processing of the Payee document.

- **Exception Attached:** Indicates that you are requesting an exception to policy on this DV document. When this option is selected, a message prompting you to add a note of explanation is displayed.

**Payment Method:** Select the method in which the payment should be made from the drop down list.

- **Check/ACH:** This is the preferred method of payment and generates a check. In the future, if ACH information exists in the disbursement processing system for this payee, an Automated Clearing House direct deposit will be initiated.

- **Foreign Draft:** This method is not used at Stevens.

- **Wire Transfer:** This selection indicates you wish to have the disbursement wired to the recipient. To do so you are required to provide additional banking information on the Wire Transfer tab. Wire transfers may be made in US Dollars or foreign currency, however, the DV e-doc must be in US dollars with an attachment showing the dollar amount conversion (using the current exchange rate) and your source. This payment method results in an extra fee charged by the bank, which will be passed through to the unit.

**Document Location Code:** Prefills with F-01 which means the Accounts Payable office in the Howe Center.

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click on the **hide** button on the **Payment Information** tab.
Accounting Lines Tab
Click on the show button on the Accounting Lines tab. The next screen is the result.

Complete the accounting lines for a Disbursement Voucher e-doc in accordance with the chart on the next page. Note fields with an (*) asterisk are, as always, required fields. In this chart, required fields are further marked by appearing in blue highlight.
### Accounting Lines Tab Summary of Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td>Required</td>
<td>This field will auto populate with SI when the user enters an account number.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Required</td>
<td>Can fill-in manually or use the <strong>Search</strong> feature.</td>
</tr>
<tr>
<td>Sub-Account Code</td>
<td>Optional</td>
<td>Fill-in if you wish to use a Sub-Account code that has been defined by your department for internal use – for example, Facilities is using sub-accounts for many of the campus buildings.</td>
</tr>
<tr>
<td>Object Code</td>
<td>Required</td>
<td>Can fill-in manually or use the <strong>Search</strong> feature.</td>
</tr>
<tr>
<td>Sub-Object Code</td>
<td>Optional</td>
<td>Fill-in if you wish to use a Sub-Object code that has been defined by your department for internal use – for example, some units may choose to segregate their physical plant work order expense into categories such as <em>improvements, routine maintenance</em>, and <em>other maintenance</em>.</td>
</tr>
<tr>
<td>Project Code</td>
<td>Optional</td>
<td>To indicate that the DV is associated with a specific project that has been previously set up as a Project Code.</td>
</tr>
<tr>
<td>Organization Reference ID</td>
<td>Optional</td>
<td>Fill-in if you wish to use an Organization Reference ID that has been defined by your department for internal use.</td>
</tr>
<tr>
<td>Amount</td>
<td>Required</td>
<td>The number must be a positive number indicating a payment. If a credit memo needs to be processed please forward information to the Accounts Payable department for processing.</td>
</tr>
<tr>
<td>Line Description</td>
<td>Optional</td>
<td>Enter text on this line that will appear at the detail transaction level for each accounting line in the transaction ledger. This information is intended for general ledger account analysis purposes to assist in identifying the purpose for the payment.</td>
</tr>
<tr>
<td>Actions</td>
<td>Required</td>
<td>Click <strong>add</strong> to add the Accounting Line.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After each line of accounting is filled in the user MUST click the <strong>add</strong> button. When this is done a new blank line for accounting to be entered will show.</td>
</tr>
</tbody>
</table>

**Accounting Lines tab**
- The Chart is always SI for Stevens. This field will auto populate once the account number is entered.
- Fill in the account number or choose return value after conducting a search using the magnifying glass. Tab to the next field.
- Sub-Account is an optional field. Tab to the next field.
- Fill in the Object code or choose return value after conducting a search using the magnifying glass. Tab to the next field.
- Sub-Object is an optional field, as are Project and Org Ref Id. Tab to the next field.
- Line Description is an optional field. Text entered on this line will appear in the general ledger.
Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Accounting Lines** tab.

**Contact Information tab**

Click **show** on the **Contact Information** tab

This tab prefills with the name of the e-doc initiator and the Stevens switchboard telephone number. Provide different information if you wish another to be the main contact with questions on this document. Provide the appropriate e-mail address.

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Contact Information** tab.
Special Handling tab

Click **show** on the **Special Handling** tab.

The **Special Handling** tab is used *only* when a check is to be sent to someone other than the payee. For example, a department needs a check for a guest speaker sent to the Department Chair to present the check after the event. If the payee has requested the payment be mailed to them, but at a different address, simply change the address in the **Payee** tab. To request Special Handling for the payment, select the **Special Handling** check box in the **Payment Information** tab and complete the fields on this tab. When the Special handling feature is invoked, the check is processed in a separate check run. This enables the Accounts Payable team to ensure the check does not get mailed with the regular checks.

Please add comments in the **Notes and attachments** tab.

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Special Handling** tab.
Nonresident Alien Tax tab.

This is not used at Stevens.

Wire Transfer tab

Click **show** on the **Wire Transfer** tab.

When you select wire transfer as the payment method in the **Payment Information** tab you are prompted to complete the **Wire Transfer** tab as seen below. All of the fields marked with an asterisk are required and will likely be provided by the vendor. Attach the documentation supporting the wire transfer details to the disbursement voucher. Wire transfers result in an extra fee charged by the bank, which will be passed through to the unit.

![Wire Transfer Tab](image)

⚠️ Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Wire Transfer** tab.
Foreign Draft tab.

This tab is not used at Stevens.

Pre-Disbursement Processor Status tab

Click **show** on the Pre-Disbursement Processor tab..

This tab displays information from the Pre-Disbursement Processor so you can track the payment status and the status date.

**Pre-Disbursement Processor Status**  Displays the payment processing status from the Pre-Disbursement Processor (PDP). Pre-Extraction means the disbursement has not been processed for payment.

**PDP Extract Date:** The date when the disbursement voucher was extracted for payment processing by the PDP.

**PDP Paid Date:** The date when the payment was disbursed by PDP.

**PDP Cancellation Date:** In the event a payment was subsequently cancelled, the date when the payment was canceled within PDP.

![Disbursement Voucher Pre-Disbursement Processor Status](image)

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the Pre-Disbursement Processor Status tab.
General Ledger Pending Entries Tab

Click **show** on the **General Ledger Pending Entries** tab.

**General Ledger Pending Entries (GLPE)** displays G/L transactions that are pending until the DV is complete and the G/L updated. Pending Entries shown on this tab will go away after the e-doc status turns **FINAL**, (one day after the Fiscal Officer’s date of approval). Before submitting the DV, the GLPE tab will report that there are no pending entries. After the Disbursement Voucher is submitted, GLPE will look similar to the screen shown below.

The GLPE will show two entry lines for each account used on the e-doc, because Disbursement (DV) involves a change in the cash available within each account.

> ![General Ledger Pending Entries](image)

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Close the **GLPE tab**, by clicking **hide** on that tab.
Notes and Attachments tab

Open the **Notes and Attachments tab** by clicking **show** on that tab.

You can either type a note into the **Note Text** box by itself, or type a note and attach a file. The **Note Text** field is a required field **ONLY IF** there is an **Attached File**.

To attach a file click on the **Browse** and choose the file from your computer to attach. Next we filled in the required **Note Text** box for each attachment. Remember to click **add** for each line of entry to present a new line.

**Notes and Attachments** is used to provide supplementary documentation regarding the Disbursement Voucher, such as a worksheet showing how the amount was determined and the required documentation for each pay reason.

A chart with the pay reasons, allowable payee types, and list of required documents is included at the end of this document.

![Notes and Attachments Tab](image)

---

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Close the **Notes and Attachments tab** by clicking **hide** on that tab.
Ad Hoc Recipients Tab

Open the Ad Hoc Recipients Tab by clicking on show on that tab.

A user can enter names into Ad Hoc Recipients to route the document to individuals outside the established routing for approval (we will look at approvals required in the Route Log tab).

**Action Requested**: there are three choices: APPROVE, FYI and ACKNOWLEDGE

- **APPROVE** requires the named person to review and approve the document.
- **FYI** does not require any action by the recipient.
- **ACKNOWLEDGE** requires the recipient to open the e-doc. It does not delay the processing. However, the document will never reach its status of FINAL until the recipient asked to ACKNOWLEDGE has opened the e-doc.

Remember to click save after completing each tab!

The save button is located at the bottom of the e-doc screen.

Close the Ad Hoc Recipients Tab by clicking on hide on that tab.
The user needs to **submit** the document, using the submit button at the bottom of the e-doc. A message will present at the top of the e-doc noting the document was successfully saved or indicating an error. In the case of an error, the user will be directed to the tab with the error or missing information.

Click on this link to print the following cover sheet.

Attach the original supporting documentation to the cover sheet and the required documentation for each pay reason and send it to Accounts Payable in the Howe Center.

Please note:
Any DV that do not contain an invoice or check request form attached cannot be approved by the Accounts Payable Manager or Voucher Auditor.
Route Log tab

Open the Route Log tab, by clicking show on that tab.

Route Log tells you where a document is in the workflow process. This is a helpful place to come back and see whether your e-doc is complete. From the Route Log tab the user can see the Actions Taken already, the Pending Action Requests, as well as, the Future Action Requests.

The Future Action Requests tab shows all the actions needed to bring the DV to FINAL.

Close the e-doc by clicking on the button at the bottom of the screen.
### Payment Reason Code Table

<table>
<thead>
<tr>
<th>DV Payment Reason Code</th>
<th>DV Payment Reason Name</th>
<th>DV Payment Reason Description</th>
<th>Allowable Payee Types</th>
<th>Required Attachment Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Prize and/or Award</td>
<td>Payments made for Prizes and Awards. Awards may not include personal services, contest winnings, and scholarship or fellowship payments. For payments of Prizes and Awards to University Employees, please contact University Payroll.</td>
<td>Y Y Y</td>
<td>Award or Prize Letter</td>
</tr>
<tr>
<td>B</td>
<td>Employee Reimbursement</td>
<td>Reimbursements to employees (including student employees) for out of pocket business expenses, including travel (excluding moving expenses used by ATABER) needs to be completed. This payment reason may not be used in lieu of the procurement process.</td>
<td>N Y Y only if also an employee</td>
<td>TABER Travel and Business Expense Reimbursement Form</td>
</tr>
<tr>
<td>C</td>
<td>Payment to Research Participant</td>
<td>Research Participant should be used when subject payments and participant expense is reimbursed for an individual participating in a research study. Subjects cannot be employees. Object codes include 6041, 6042, 6043, and 6044.</td>
<td>Y N Y</td>
<td>Participant Roster</td>
</tr>
<tr>
<td>D</td>
<td>Compensation in Respect to Decedent</td>
<td>Used to make death benefit payments.</td>
<td>Y N N</td>
<td>Legal Document to support disbursement request</td>
</tr>
<tr>
<td>E</td>
<td>Compensation for Services (Non-employee) only: These services include honoraria. Some common object codes would include 6011, 6040, 6031, 6032, 6145.</td>
<td></td>
<td>Y N N</td>
<td>Invoice</td>
</tr>
<tr>
<td>F</td>
<td>Refund/Repayment to Individual or Agency</td>
<td>Refund/Repayment to individual or Agency are payments made to NON-EMPLOYEE individuals for returned goods sold, or services rendered, by the University. This reason can also include repayment to agencies for contract and/or grant funding. This payment reason may not be used for refunds of fees, tuition or residence hall payments. Object codes would include income object codes.</td>
<td>Y N N</td>
<td>Statement of Account showing duplicate payment, and copy of duplicate payment form AP office</td>
</tr>
<tr>
<td>G</td>
<td>Utilities, Freight or Postage</td>
<td>Payments for Utilities, Freight, and Postage can be made to non-employees only. These payments can be made for telephone service, utilities, and postage, etc. Common object codes would include 6111-6113, 6114, 6116, 6401-6408.</td>
<td>Y N N</td>
<td>Invoice</td>
</tr>
<tr>
<td>H</td>
<td>Medical, Health Care or Insurance Plan</td>
<td>Payments to vendors for employment benefits such as Medical, Health Care, and Insurance Payments. Some common object codes would include 5401-6512.</td>
<td>Y N N</td>
<td>Invoice</td>
</tr>
<tr>
<td>K</td>
<td>Revolving Fund Reimbursement</td>
<td>REVOLVING FUND REIMBURSEMENT can be used by Athletics and Physical Plant for replenishment of their working capital accounts.</td>
<td>Y N N</td>
<td>Schedule of Disbursements from Working Capital Account being submitted for replenishment of fund</td>
</tr>
<tr>
<td>L</td>
<td>Payments for Contractual Agreements</td>
<td>Used to make payments required under a contractual agreement.</td>
<td>Y N N</td>
<td>Invoice</td>
</tr>
<tr>
<td>M</td>
<td>Moving Reimbursement</td>
<td>Moving Reimbursements are payments to University employees for relocation/moving expense. These payments are subject to University policy on Moving Expenses. The object code used would be 6150.</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>N</td>
<td>Non-Employee Reimbursement</td>
<td>Reimbursements to non-employees (including students that are not on the payroll) for out of pocket business expenses including travel. A TABER needs to be completed. This payment reason may not be used in lieu of the procurement process.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>P</td>
<td>no longer used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Royalties</td>
<td>Any payments associated with royalties, rights and permissions should use this payment reason.</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>T</td>
<td>Rental Payment</td>
<td>Rents include rental payments for some equipment and space. Common object codes would include the 6421-6424 rental object codes.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>W</td>
<td>Subscriptions, Books or Membership Fees</td>
<td>Subscriptions, Books and/or Membership Fees may be used for any payment covering a subscription or renewal to a newspaper, magazine or cover membership fee to a professional association. When using this reason for subscriptions, please include a ship to address in the check stub text area for the vendor's convenience. Common object codes would include 6133 and 6134.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Z</td>
<td>Claims, Settlements, Tax or Other Payments</td>
<td>Claims, Settlements, Tax or Other Payments is used for payment of real estate taxes, UBIT taxes, income taxes, external insurance claim payments, permits, licenses or other payments not categorized above. Common object codes would include 6131, 6411-6415.</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>