VANDERBILT V UNIVERSITY

Non-Purchase Order Payment Request Policy

Approval Authority:	**Vice Chancellor for Finance**	Originally issued: November 2018
Responsible Administrator:	**Controller**	
Responsible Office:	**Controller's Office, Purchasing and Payment Services**	Current version effective as of:
Policy Contact:	**Senior Director of Purchasing and Payment Services**	September 2022

POLICY STATEMENT/REASON FOR POLICY

This document defines the requirements for requesting and initiating payments to Vanderbilt University suppliers for non-purchase order (Non-PO) based transactions in the Oracle ERP to ensure all Non-PO Payment Requests are properly prepared, reviewed and recorded.

THIS POLICY APPLIES TO

This policy applies to the creation, review, approval, and disbursement of all Non-PO Payment Requests originating in the Oracle Purchasing Module.

POLICY

A. Permissible for Payment using the Non-PO Payment Request:

1. Advertising Costs (Non-Agency Costs)

2. Athletic Event Officiating

3. Awards (Guests Only)

4. Contributions/Donations/Sponsorships

5. Florists/Gifts (Individual purchase of flowers only)

6. Honoraria (No Expectation of Payment by Recipient; payment not required as a condition for services)

7. Legal Settlement

8. Licensure (Individual, Group or Institutional Professional)

9. Non-employee Travel & Expense Reimbursement/Payments

10. Performing Artist (< $5,000 Total Engagement; Not Represented by Agency)

11. Photographers (Single engagement <$5,000. Major Events; Ongoing Engagements Require a Purchase Order)

12. Postage- Bulk or Permit

13. Refunds- Other (Summer Camps, Conference Attendees)

14. Royalties

15. Scholarly publication fees (excluding advertising, marketing)

16. Speaker/Lecturer (< $5,000 Total Engagement, Not Represented by Agency)

17. Subject/Teacher Participation for payments over $300 or for foreign individuals. (For payments less than $300 please see human subject participation policy)

B. Payment Term:

The payment term for Non-PO Payment Requests is immediate.

C. Exceptions:

The Director of Payment Services and Senior Director of Purchasing and Payment Services are authorized to grant exceptions to the items identified in Section A. Requests for exceptions are only accepted from a Chief Business Officer.

D. Required Non-PO Payment Request Documentation:

NPO Payment Request Types	Category Name	Required Documentation	Additional Information
Advertising (Non-Agency)	Advertising/ Promotional – Non PO	• Invoice	
Athletic Event Officiating	Miscellaneous Expense	• Invoice	
Awards (Guests Only)	Prizes/Awards	• Documentation referencing award purpose	
Contribution/Donation/Sponsorship	Miscellaneous Expense	• Invoice or documentation referencing payee • Remittance address • Amount and type of support (e.g. contribution, sponsorship, etc.)	Delegation of Authority requires Vice-Chancellor approval for Contributions prior to commitment.
Florist/Gifts	Prizes/Awards	• Invoice	Individual purchase of flowers only.
Honoraria	Visiting Speakers/Faculty	• Documentation of departmental approval of amount • Additional documentation if available including flyer of event or emails supporting event and time period	No expectation of payment by the recipient.

Legal Settlement	Miscellaneous Expense	• Documentation from General Counsel (OGC) or Risk Management (RIM)	Confidential documentation can be retained with Office of General Counsel or Risk & Insurance Management.
Licensure (Individual, Group or Institutional Professional)	Training/Professional Development	• Documentation referencing payee • License type/Name of licensee • Amount	
Non-Employee Travel/ Expense Reimbursement	Non-Employee Travel/Expense Reimbursement	• Receipts for all expenses >$75 per travel policy	Current Vanderbilt students are reimbursed using the Oracle Expense Module.
Performing Artist (< $5,000)	Performing Artists – Non PO	Invoice or documentation referencing payee Amount	Performing artists represented by an agency require a purchase order.
Photographers (Ad hoc events)	Photo & Video Production Services – Non PO	• Invoice	Major events or ongoing engagements require a purchase order.
Postage-Bulk	Postage, Freight and Shipping	• Documentation referencing payee • Remittance address\Amount • Permit Number	Payment for postage only - Does not include services. If a service such as mailing is included, a non-catalogue requisition must be used.
Refund-Other	Miscellaneous Expense	• Documentation referencing payee • Remittance address • Amount • Support referencing receipt of original payment	
Royalties	Royalties	• Documentation referencing payee • Document referencing royalty project • Remittance address • Amount	Supplier maintenance will request ACH information prior to setup. Only the Senior Director of Purchasing and Payment Services is authorized to grant an exception to the ACH request process.
Scholarly publication fees	Miscellaneous Expense	• Invoice	This category is intended for scholarly articles and journal publications.
Speaker/Lecturer (< $5,000)	Visiting Speakers/Faculty	• Invoice or documentation referencing payee • Amount	Expectation of payment by recipient. Speakers or lecturers represented by an agency require a purchase order.

Subject/Teacher Participation (>$300)	Subject Participation	• Subject Participation Payment Form to include:
		   - Participant name/address
		   - SSN
		   - Amount
		   - Study title/ Proof of participation
		• Documentation of W9/W8 or SSN requirement waiver (If Applicable)
			Only the Senior Director of Purchasing and Payment Services is authorized to grant a waiver for the collection of the W-9.

DEFINITIONS

<u>Business Entity Approver (BEA)</u> – The Business Entity Approver is responsible for the stewardship of assigned financial unit(s) ensuring that transactions equal to or greater than $10,000 are recorded accurately and comply with applicable university and departmental policies. The BEA requires a deep understanding of the operations and financial landscape of the unit as well as institutional financial policies and procedures.

<u>Financial Unit</u> – The organizational unit generating Non-PO expenses.

<u>Financial Unit Manager (FUM)</u> – The Financial Unit Manager is responsible for the financial stewardship of his/her assigned financial unit(s) ensuring that all transactions are recorded accurately and are in compliance with applicable university and departmental policies. The FUM requires a deep understanding of the operations and financial landscape of the unit as well as institutional financial policies and procedures.

<u>International Tax Office (ITO)</u> – The International Tax Office is responsible for the review, determination and application of IRS tax regulations for all international persons receiving payment from Vanderbilt.

<u>Non-PO Payment Request</u> – The Non-PO Payment Request is a limited-use means of paying outside parties when the nature of the transaction is not supported by the standard procurement purchase order process.

<u>Payment Services Team</u> – The Payment Services Team is responsible for reviewing, processing and paying all Non-PO Payment Requests ensuring any Non-PO Payment Requests are properly prepared, reviewed and recorded.

<u>Supplier</u> – Individual, group or entity providing services to the university or seeking reimbursement from the university.

PROCEDURES

Activity	Procurement Requestor	ITO	Financial Unit Manager	Business Entity Approver	Payment Services Team

Submits request for the addition of new supplier to Supplier Maintenance Team	✓				
Initiates contact with International Tax Office (ITO) on tax implications for non-resident payees	✓				
Initiates all Non-PO payment requests utilizing the Non-PO Payment Request SmartForm	✓				
Determines tax withholding and reporting requirements for non-resident payees		✓			
Reviews and approves Non-PO Payment Requests			✓	✓	✓
Approves NPO invoices prior to payment	✓				✓
Issues payments originating as Non-PO Payment Requests and ensures proper accounting in the General Ledger					✓

FREQUENTLY ASKED QUESTIONS

N/A

ADDITIONAL CONTACTS

Subject	Contact	Office	Phone	Email
Non POs	Finance	Purchasing and Payment Services	(615) 343-6601	PaymentServices@vanderbilt.edu

RELATED POLICIES/DOCUMENTS

N/A

HISTORY

Issued: November 2018

Reviewed: December 2019

Procedures Website

N/A

FAQ Website

N/A