

## eCheck Requests System

### HELP Documentation

## 1. PAYEE

**Title** – To be used by the document creator to uniquely identify a check requisition. This field is alpha-numeric.

**Payee** – Identifies the payee to whom payment is to be made. Click on the ‘+’ to type the vendor name and conduct a search to identify an existing vendor record for the payee. If the vendor does not exist, follow instructions to add the vendor.

### Payment Types

Select the most appropriate payment type. Payment types are linked to object codes and/or account controls that are allowable. Payment types that may be selected are:

01. **Dues/Memberships/Licenses** - Used to pay dues and memberships to professional organizations, occupational licenses, and subscriptions to publications. Valid object codes for this payment type include:

3803 - Dues and memberships to professional organizations  
3804 - Dues and membership – civic/community organizations  
3720 - Licenses – license fees

Restricted to Library

3558 - Miscellaneous ill borrowing fees

Restricted to Facilities Administration

5510 - Permits

02. **Honorarium-Non Resident Aliens** - Used to pay Non-UM employees who are Non Resident Aliens (foreign nationals) for a speaking engagement. An IRS form W-8BEN must be part of the documentary backup. A 30% rate of tax withholding applies, unless a tax treaty exemption can be claimed. An Individual Taxpayer Identification Number (ITIN) or U.S. issued Social Security Number (SSN) is required in Part I, item 6 of the W-8BEN to claim any available exemption. Valid object code is:

3104 - Honoraria

03. **Honorarium-US Nationals** - Used to pay non-UM employees who are US citizens or residents for speaking engagements. This payment type is reportable on IRS Form 1099 and requires a current IRS Form W-9 or a copy of the individual's social security card to on file with the Controller's Office. Valid object code is:

3104 - Honoraria

05. **Insurance Premium** - Used to pay insurance premiums such as, property, professional liability, health, and malpractice, to insurance agencies or carriers. Valid object code is:

2072 - UMMG Composite Fringe Benefits - Faculty Payroll

3743 - Insurance other.

Valid account controls beginning 2XXX.

06. **Legal Services** - Used to pay attorney fees (not legal settlements). Payment for legal services are reportable on IRS Form 1099 and requires a current IRS Form W-9 or a copy of the individual's social security card to on file with the Controller's Office. For legal/malpractice settlements use payment type 07.

Valid object code is

3816 - Outside attorney fees

Valid account control is

2691 - Other current liabilities

07. **Legal Settlement** - Used to pay legal settlements including those for insurance and medical claims. Payments for legal settlements are reportable on IRS Form 1099 and require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office.

Valid object code is:

3820 - Legal Settlements

Valid account control is:

2691 - Other current liabilities

Department specific

2831 - Reserves Self Insurance

08. **Medical Services** – Limited to approved departments only. Used to pay for medical services of physicians, hospitals, medical labs, and clinics. Payment for medical services are reportable on IRS Form 1099 and requires a current IRS Form W-9 or a copy of the

individual's social security card to be on file with the Controller's' Office. Valid object codes are:

- 3710 - Hospital In-Patient
- 3711 - Hospital Out-Patient
- 3815 - Hospital and Professional Fees Services by Outsider
- 5107 - Cost of Lab
- 5142 - MRI Fees

09. **Other services** - Used to pay non-medical or non-legal services. All services requiring the vendor/provider to have direct patient, student and/or University computer system contact, must be paid using a Purchase Order. For service payments allowed or not allowed on a check requisition, see Attachment 1. Payment of other services may be reportable on IRS Form 1099 and may require a current Form W-9 or a copy of the individual's social security card to be on file with the Controller's' Office. Valid object codes are:

- 3103 - Advertising-other
- 3107 - Advertising –newspaper
- 3108 - Advertising-radio
- 3109 - Advertising-television
- 3110 - Advertising-billboard
- 3520 - Environmental services – outside services
- 3540 - Repairs and maintenance – other than physical plant
- 3619 - Meeting Subsistence
- 3624 - Entertainment: Food/Beverage/Reception
- 3625 - Entertainment - Other
- 3716 - Billing and collection fees
- 3811 - Service by outsiders
- 3815 - Hospital & Professional Fees Services by Outsiders
- 3817 - Professional fees
- 3818 - Publication Cost/Page Charges
- 5126 - Messenger services
- 5129 - Jackson Memorial Purchase Services

Other codes as approved for specific departments:

- 0794 - Auxiliary – Other Income
- 1301 - Non-exempt Staff Payroll
- 3555 - Library document delivery services
- 3558 - Library miscellaneous ill borrowing fees
- 3631 - Recruit - Athletes
- 3702 - Game crews
- 3703 - Game security
- 3704 - Game Guarantee Expense
- 3705 - Tournament Expenses
- 3706 - Game officials

- 3707 - Game Management – Miscellaneous
- 3722 - Lowe Art Moving Expenditures
- 5121 - Ambulance services
- 5122 - Data processing services
- 5123 - Transcribing services
- 5124 - Laundry services
- 5125 - Microfilm services
- 5127 - Nursing agency
- 5171 - Sanitation
- 5502 - Alterations to bldg
- 5503 - Site work
- 5504 - Landscape and irrigation
- 5505 - Tree removal
- 5506 - Demolition
- 5532 - Preconstruction service
- 5533 - Architect/engineer fees
- 5535 - Landscape architect fees
- 5537 - Interior design fees
- 5539 - Acoustic engineer fees
- 5541 - Special consultant
- 5543 - Roofing consultant
- 5551 - Survey
- 5552 - Reimbursables to special consultant
- 5556 - Testing – other
- 5558 - Pile load testing

10. **Payroll Office** – Restricted for use by the Payroll Office only to issue manual payroll checks and third party payments. Valid account control codes include:

- 1321 - AR-Other
- 1329 - Salary Advances - Medical
- 2201 - W/H Tax Payable - FICA
- 2202 - W/H Tax Payable – FICA - Medical
- 2203 - FICA Tax Adjustment
- 2204 - FICA Tax Adjustment - Medical
- 2211 - W/H Pay - Federal
- 2212 - W/H Pay - Federal Medical
- 2213 - W/H Tax Adjustment
- 2214 - W/H Tax Adjustment - Medical
- 2221 - W/H Tax 1042 Payroll
- 2222 - W/H Tax 1042 Payroll Medical
- 2225 - Student Tax 14%-1042
- 2226 - Student Tax 14% - 1042 Medical
- 2231 - W/H Tax 1042 DEGA
- 2232 - W/H Tax 1042 DEGA-Medical
- 2291 - Other Withholdings

- 2294 - JMH Daily Parking
- 2296 - Other Withholdings-Medical
- 2691 - Other Current Liability

11. **Petty Cash** - Used to establish or replenish University approved petty cash funds. The Disbursements Office must receive and approve petty cash backup documentation including the research participants' spreadsheet if applicable before payment will be approved for processing.

12. **Purchase of Goods** - Used to pay for goods and supplies for which a Purchase Order is not more appropriate, such as for the purchase of a book, or instructional material. Payment to vendors already existing in the Accounts Payable/Purchasing system, require a Purchase Requisition to be sent to Purchasing and the invoice submitted to Accounts Payable for payment. Valid object codes are:

- 3218 - Clerical supplies
- 3219 - Instructional and/or research resource materials
- 3235 - Equipment and furniture: non-capital
- 3621 - Goods/services for personal use – verify description
- 3814 - Postage
- 3841 - Long distance telephone charges
- 3843 - Other telephone charges
- 3842 - Southern Bell Line Charges
- 3877 - Mobile telephones
  
- 3210 - Music scores and parts
- 3211 - Petroleum oil and lubricants
- 3212 - Fresh water
- 3213 - Food supplies
- 3214 - Steward stores
- 3215 - Deck stores
- 3216 - Engineers and equipment supplies
- 3321 - Purchase for resale
- 3222 - Motor Vehicle/Boat Supplies
- 3223 - Equipment Supplies
- 3225 - Technical Supplies
- 3226 - Expandable Minor Equipment
- 3227 - Promotional Materials
- 3228 - Medical Instruments
- 3229 - Copy/Publishing/Print Supplies
- 3230 - Typesetting/Mech.
- 3232 - Cochlear Implants
- 3241 - Training Expenses
- 3553 - Library Electronic Access
- 3555 - Library Document Delivery
- 3558 - Library Miscellaneous ill borrowing fees

3559	–	Library Material Replacement (not valid for Sponsored Accounts)
3623	-	Food Service
3628	-	Cost of Tables/Seats
3829	-	Knight Food & Beverage
3831	–	Electricity
3833	–	Water and sewage
3834	–	Heating gas and oil
3835	–	Franchise fees and utility taxes
3836	–	Sewage/Gables-specific
3837	–	Parking 20% surcharge
3845	–	Biomedical communication
5101	-	Cost of Oxygen
5102	-	Cost of X-Ray
5103	-	Cost of IV Solution
5104	-	Cost of Food
5105	-	Non-Food Supplies
5106	-	Cost of Drugs
5108	-	Cost of Blood
5109	-	Cost of Uniforms
5128	–	Printed forms
6201	–	Library book purchases
6202	-	Library continuation
6203	-	Library periodical purchase
6204	-	Library binding
6205	–	Library electronic products
6301	–	Art objects – Lowe Art Museum

13. **Refund** - To be used when a check is required as a result of the University's receipt of cash exceeding the amount due. Valid codes include revenue and GL account controls.
14. **Registration** - To be used when an authorized person must submit a fee prior to attendance at seminars, conferences or similar gatherings for approved University business purposes. The backup must be accompanied by a copy of the seminar/conference brochure. Payment of registration fees may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office. Valid object codes are:

3800	–	Hotel conference and seminars
3801	–	Registration- conferences, seminars, etc

17. **Rental Expense** – Used when processing payments for short term rental of rooms and equipment for single use or single events. Payment of rental expense may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office. Valid object codes are:

- 3530 - Rental & Leases – Space
- 3628 - Cost of Tables/seats & ADS for non-UM events
- 3821 - Rental Equipment
- 3823 - Other Rentals
- 3827 - Knight Center Student Parking
- 3828 - Knight Center Employee Parking
- 3830 - Seminar Room Rental (External)

19. **Replacement checks** - Restricted for use by the Controller’s and Payroll Offices for the replacement of DEGA, Accounts Payable and Payroll checks.

20. **Research Subject Payments** – Used to pay individuals for their participation in research studies. In addition to a fee, participants may also be paid an allowance for meals, transportation and other incidental expenses. Payment to research subject participants may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual’s social security card to be on file with the Controller’s Office. Valid object codes are:

- 3749 - Research participants - Meals
- 3750 - Research participants - Transportation
- 3751 - Research participants - Payments
- 3752 - Research participants – Incidentals

21. **Royalties** – Used to pay employees or non employees for royalties. Payment for royalty fees may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual’s social security card to be on file with the Controller’s Office. Valid object codes are:

- 3556 - Library Royalty Expense
- 3718 - Royalty Expense

22. **Student Awards/Prizes/Stipends** – Used to pay students an academic award, prize or stipend. Payment of student awards/prizes/ stipends may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual’s social security card to be on file with the Controller’s Office. Awards, prizes and stipends that are conditioned on the student providing services **must** be paid via the DHRS/Payroll System. Valid object codes are:

- 3411 - Academic Student Scholarship
- 3431 - Graduate Assistant Scholarship
- 3442 - Fellowship/Stipends
- 3809 - Awards & Prizes

**Other Student Aid**

- 3441 - Student Subsistence

Other codes as approved for specific to departments:

### **Restricted Athletic Academic Scholarships**

3414	-	Intercession Tuition – Athletes
3415	-	Summer School Fees – Athletes
3416	-	Summer Meals On-Campus
3417	-	Summer Meals Off-Campus
3418	-	Summer Housing On-Campus
3419	-	Summer Housing Off-Campus
3420	-	Summer Book Allowance

### **Athletic Scholarship**

3421	-	Athletic Student Scholarship
3422	-	Training Table
3423	-	Summer School Scholarship – Athletes
3424	-	Weekend & Travel Allowance
3425	-	On-Campus Meals
3426	-	Off Campus Meals
3427	-	Athletic Fees Award
3428	-	Book Allowance
3429	-	Off-Campus Training Table

### **Athletic Assistantship**

3432	-	Intercession – Books
3433	-	Intercession – Meals

23. **Subscription/Published Material** – Used for the payment of subscriptions for magazines, books, pamphlets, published reports and electronic access to subscribed services. Valid object codes are:

3553	-	Library electronic access
3802	-	Subscription Fees

24. **Tax Payment** – Restricted for use by the Controller’s Office and/or the Payroll Office and is used to make tax payments to local, city, state or federal government agencies.

Valid object codes are:

2011	-	CFB Faculty – non-medical
2015	-	CFB Admin/Staff/Other – non-medical
2018	-	CFB Part time – non-medical
2061	-	Medical CFB Faculty

- 2065 - Medical CFB Admin/Staff/Other
- 2068 - Medical CFB Part time
- 2072 - UMMG CFB Faculty
- 3807 - Taxes

Valid Account Controls are:

- 2201 - W/H Tax Pay - FICA
- 2202 - W/H Tax Pay – FICA-Med
- 2203 - FICA Tax adjustment
- 2204 - FICA Tax Adjustment - Med
- 2211 - W/H Pay-Federal
- 2212 - W/H Pay-Federal Med
- 2213 - W/H Tax Adjustment
- 2214 - W/H Tax Adjustment-Med
- 2221 - W/H Tax 1042 P/R
- 2222 - W/H Tax 1042 P/R - Med
- 2225 - Student Tax 14% - 1042
- 2231 - W/H Tax 1042 DEGA

25. **Travel Advance** – Used to issue funds to a UM employee in advance of a UM business related travel event. Travel Advances are made available only in cases of:

- i. Extended trips of more than fourteen (14) consecutive days
- ii. Travel to locations where the American Express card is not accepted
- iii. Foreign travel
- iv. Travel outside the 48 contiguous states
- v. Student travel
- vi. Nonexempt staff travel
- vii. Travel by those who have applied for, but not yet received their corporate charge card
- viii. Unusual or special circumstances as approved by the Disbursements/Expenditure Control Office.

Travel advances may not be issued more than ten (10) working days before the approved travel and cannot be issued to American Express corporate cardholders whose accounts are in delinquent status. (See Travel Policy D015.)

Valid Object Codes are:

- 1308 - Athletic Clearing Account
- 3611 - Employee Domestic Travel
- 3612 - Employee Foreign Travel
- 3613 - Non-employee Domestic Travel
- 3614 - Game Transportation
- 3615 - Non-employee Foreign Travel
- 3616 - Student Travel

- 3631 - Recruit - Athletes
- 3632 - Recruit - Other Students
- 3633 - Recruit - Employees
- 3634 - Recruit - Other
- 3635 - Recruit - Coach Travel

26. **Travel Service Payments/Corporate Reimbursements** - Used when payment is made directly to a hotel or to a Travel Agency for airline tickets for **non-UM employees**. This payment type should also be used when reimbursing outside third party organizations and/or corporations for travel expenses incurred by non-UM employees conducting UM business. Valid object codes are:

- 3611 - Employee Domestic Travel
- 3612 - Employee Foreign Travel
- 3613 - Non-employee Domestic Travel
- 3614 - Game Transportation
- 3615 - Non-employee Foreign Travel
- 3616 - Student Travel
- 3631 - Recruit - Athletes
- 3632 - Recruit - Other Students
- 3633 - Recruit - Employees
- 3634 - Recruit - Other
- 3635 - Recruit - Coach Travel

28. **Medical Resident Payments/Reimbursements** – Used for payments and reimbursements to Jackson Memorial Hospital for expenses associated with medical residents. Valid object code is:

- 3717 - JMH Resident Payments

30. **Central Administrative** – Used when none of the existing payments types are more appropriate. All Central Administrative payments will be subject to Disbursements review and approval regardless of the payment amount. Object codes and account controls associated with other existing payment types are not allowable.

**Payment Amount** – This is the amount the department has agreed to pay or is required to pay, and, with few exceptions will be the amount of the check. Exceptions include payments from which taxes must be withheld e.g. payments for services or honoraria to foreigners from which taxes must be withheld and Backup withholding taxes deducted from US nationals without a valid W-9 on file.

## 2. ACCOUNTING

Enter a valid 6-digit account number. Only accounts that have an electronic signature profile established in the UMeNET system may be used. If you receive an error message similar to “**Account required**” after entering your account number, then an electronic signature profile has not been set up. In order to set up the profile, please complete an eCheck Account Approval form found on the Accounts Payable website and interoffice the completed form to Disbursements at 750 Gables One Tower, Locator 2979. Electronic documents that have been submitted for processing will be routed to the appropriate persons for approval as defined in the electronic signature system prior to the issuance of a check.

Object codes and/or account controls are linked to payment types and may be restricted for use by specific departments and/or accounts. Only valid object codes and account controls may be used.

To split accounting between two or more account numbers or sub object codes, select the green ‘Add’ button and enter the desired account number and the appropriate object code. Repeat this process to add up to 15 additional accounting lines. The total amount charged to each account must equal the total amount of the check being requested.

## 3. TAX INFORMATION

Taxpayer Identification Number – All eChecks requesting payment for services performed by individuals, sole proprietors and partnerships must include their social security number or taxpayer identification number along with their permanent mailing address. This must be accompanied by a completed IRS Form W-9 or a copy of the individual’s social security card. This information is also required for payments to corporations for medical, health care and legal services. If the payment type/object code selected is subject to IRS 1099 reporting, the individual's, partnership's or the corporation's social security or tax identification number, is required. New 1099 reportable vendors and vendors for whom there is not a current W-9 on file will require review and approval by the Controller’s Office. “Current” is defined as being submitted in the last 12 months. Here is a list of service payments that are allowed on an eCheck: research study participant payments, one-time payment for band/musicians, Risk Management payments, settlement payments, student awards/prizes approved by Financial Aid, Public Health Trust/Jackson Memorial Hospital payments, Central Administration payments (including those from Risk Management, Benefits Admin, Human Resources, and Controller’s), and legal services approved by the General Counsel's Office.

### **Backup Withholding**

When the Controller’s Office is notified by the IRS that a vendor’s name and tax identification number do not match, the backup withholding flag on the vendor record will be updated to deduct taxes from future payments. All future payments to the vendor will be reduced by the

amount of the backup withholding tax rate applicable at the time the payment is being processed. The vendor must provide the Controller's Office with a valid IRS Form W-9 to end backup withholding form future payments.

#### **4. DELIVERY**

Establishes how the check is to be distributed.

##### Postal Service Address

A valid postal service address is required for each payee. The address must be the same as that on the invoice, W-9 form or other supporting documentation.

##### Enclosures

Enclosures are documents to be mailed with the check. Examples include a remittance advice, invoice, a completed conference/seminar registration form, application form or a subscription order form. After selecting the "Yes" option, enclosures must be scanned and saved under a document titled "ENCLOSURE". Check Distribution will print this scanned document and mail it out with the check, once it writes – See 'Attachment' later.

In the event the Payee needs the original enclosure to be sent along with the check (i.e. an original signature or raised seal required on a legal document), select "Yes" to Enclosure and enter a comment in the Comment section on the Summary page stating the original enclosure is being sent to Check Distribution. Once the eCheck is submitted, print the Summary page by selecting "Print". Send the Summary page and original enclosure to Check Distribution, 129 Ashe Administration Building, Coral Gables Campus, Locator Code: 4613.

**Note:** Enclosures are not to be confused with backup documentation. Backup documentation includes original invoices, receipts or other vendor documents that supports the payment request that are to be filed with the Controller's Office for audit purposes for at least seven years. Enclosures are documents that must be mailed with the check.

##### FedEx

If the 'FedEx' option is selected, you **MUST** submit a FedEx envelope with a completed FedEx air bill to Check Distribution accompanied by a printed Summary page. Failure to submit the FedEx envelope will result in a delay in the disposition of the check. Check Distribution is not responsible for providing a FedEx envelope.

## Internal Distribution

It is University policy (D010E-Direct Expenditure Policy) that checks must be mailed directly to the payee. Internal Distribution is used only in cases where the check is issued to UM employees for travel advances, petty cash, and special or manual payroll checks. Such checks can be held for pickup at one of the three designated hold locations listed later. Checks to be held for pickup require a valid business reason and the approval of a Vice President.

## Exempt from VP Signature

Check this box ONLY IF the department has prior written exemption from VP approval for the internal distribution of checks. Exemptions afforded to all departments include travel advances as well as petty cash payments to employees.

## Reason

A reason must be provided if Internal Distribution is selected, even if the eCheck is marked Exempt from VP Signature. **Note: Checks marked exempt from VP approval will be subject to validation and approval by the Disbursements Office prior to check writing. If no exemption exists on file with the Disbursements Office, the document will be returned for VP approval or for a change in the distribution option.**

## Hold Location

Click on the drop down arrow and select one of the following:

1. CG Check Distribution – Ashe
2. RSMAS Business Office
3. Medical Finance Office

## **5. EXPLANATION OF REQUEST**

### Stub Information

Stub information must be completed. Include information which will be printed on the check stub such as, invoice number(s), subscriber name, customer number, account number or other information to assist the payee/vendor in applying the payment correctly.

## Explanation of Request

Explanation of request must be completed. Provide a detailed explanation of the University business purpose for the expense. This explanation should include answers to who, what, why, when, and where of the payment.

## **6. INSTRUCTIONS**

Provides instructions and approval requirements for processing each eCheck Request.

- Scan and attach the supporting documentation to the eCheck request using the 'Add Attachment' button in the 'Summary Section'. Scanned documents will facilitate online approvals but do not replace the submission of original supporting documentation.
- Print a copy of the eCheck Requisition summary, attach original backup documentation and submit this to the Disbursements Office on the same day the document is submitted for processing. The summary and supporting documentation must be received within **five (5)** working days of the online document submission date. Departments who do not comply with the documentation requirement (within 5 days) may lose the ability to have checks issued without Disbursements Office approval.
- If the approval of Sponsored Programs is required for the eCheck, they are able to approve by reviewing the backup documents that have been scanned and attached to an eCheck. If you are unable to scan and attach these documents, please print a copy of the eCheck request Summary page and attach this to the original supporting documentation. On the same day the eCheck is submitted, interoffice these papers to your Sponsored Programs Office. Once they have approved your eCheck, Sponsored Programs will then forward the Summary page and original backup documentation to Disbursements.
  - Gables Sponsored Programs Office, 212 Orovitz Bldg, Loc. 1422
  - Medical Sponsored Programs Office, 1001A Dominion Tower, Loc. R45
  - RSMAS Sponsored Programs Office, 111 SLAB Building, Loc. Virginia Key  
VK

Original documentation that must be submitted with the eCheck Requisition summary includes, but is not limited to:

- Original invoice. *Sales orders, quotations, or vendor statements are not acceptable.*
- For conference or seminar registration, submit a copy of the completed registration application form.

- For Travel Advances, include a completed travel advance request form, copy of the conference/seminar brochure or other documentation to support the business trip and a justification for the amount requested.
- Payment for services to individuals, partnerships, attorneys, and medical service providers require a W-9 as part of the backup if not already on file with the Controller's Office.

Other instructions/approval requirements may be provided as necessary.

## 7. APPROVAL FLOW

The Approval Flow lists the approvers required to process the check. All required approvals must be received before the check can be written. Checks will be processed at the close of business on the day that all approvals have been satisfied. Checks requiring 'Enclosures' may be delayed if the enclosure is not submitted to Check Distribution in a timely manner.

Electronic approvals can be defined at the following levels:

- i. Account level
- ii. Department level
- iii. School/Division level (if needed - Medical)
- iv. Vice President (payments  $\geq$  \$50K; checks for Internal Distribution based on established rules)
- v. Controller's Office(1099 vendors/W-9 information)
- vi. Sponsored Programs Office
- vii. Disbursements Office

These levels must comply with approvals based on the following amounts:

Under \$25,000:	Authorized account signers
\$25,000 - \$49,999:	Appropriate chairperson (Medical), Dean or designee
\$50,000 or more:	Appropriate Vice President (designees are not allowed)

Payments that require Disbursements Office approval:

- Payment types - Travel Advances, Petty Cash, Other Services, Student Awards, and Central Administrative
- Moving expenses (object code 3641)
- Payments charged to 3542, 3611, 3612, 3613, 3615, 3616, 3748, 3811

- Payments to past or current employees
- Non-resident aliens
- Payments to be held for pick up claiming exemption from VP approval
- Payments over \$2,000
- Payments processed by individuals or departments that have not submitted original/required documentation for previous online eCheck requisitions within 5 working days.
- Payment restricted by the Purchasing Dept. – DELL, MACINTOSH
- Payments using object codes restricted by the Purchasing Dept.
- Payments requiring Risk Management review and approval for contracts, service payments

Payments that require Controller’s Office approval:

- Payment for service or other Form 1099 payments to new payees or payees that do not have a current W-9 of file. “Current” is defined as being submitted in the last 12 months.

Payments that require Sponsored Programs Office approval:

- Payments accessing a Sponsored Account (6XXXXX) in conjunction with one of the following:
  - Payments \$2,000 or more
  - Payments charged to 3105, 3600, 3611 to 3616, 3619, 3621 to 3628, 3631 to 3635, 3641 to 3644, 3651, 3652, 3710 to 3713, 3754, 3803, 3804, 6101 to 6105, and 6108.

## **8. SUMMARY**

Provides a summary of the check requisition. Print this summary, attach original supporting documentation and send to:

Disbursements  
750 Gables One Tower  
Locator 2979

Backup documentation should include:

- Original invoice. Sales orders, quotations, or vendor statements are not acceptable.
- For conference or seminar registration, submit a copy of the completed registration application form.
- For Travel Advances, include a completed travel advance request form, copy of the conference/seminar brochure or other documentation to support the business trip and a justification for the amount requested.
- Payment for services to individuals, partnerships, attorneys, and medical service providers require a W-9 as part of the backup if not already on file with the Controller's Office.

If you are department lacks scanning capabilities and Sponsored Programs' approval is required, please print the Summary page once the document is submitted, attach the original backup documentation and send this to one of the following:

Gables Sponsored Programs Office  
Max Orovitz Bldg. # 206  
Coral Gables, Locator 1425

Medical Sponsored Programs Office  
Dominion Tower 10<sup>th</sup> floor, #1001A  
Medical Campus, Locator R45

RSMAS Sponsored Programs Office  
SLAB Bldg. # 111  
Virginia Key, VK

### Attachments

To facilitate approvals, you must attach a file with the scanned image of the backup documentation. Click on the "attach" button at the bottom of the SUMMARY to attach the file. The attachment does not replace the requirement to submit the original documentation to the Disbursements Office. Original backup must be received in Disbursements within 5 days of document submission.