

Miscellaneous Payment Request

Workday 'Create Request' task, select the option entitled

“Miscellaneous Payment Request”.

This request form is to be used exclusively for **one-time transactions that are primarily low dollar and settled via check**. This process is not in place of any of our current Procurement business documents. It is meant to augment current processes for our end user community.

Create Request ×

Request Type * × Miscellaneous Payment Request Form ☰

CancelOK

This form can be completed on-line and is ideally used for low dollar, one-time payments for the following types of transactions (or similar):

- Refunds
- Honorarium
- Parent Plus Loan
- Stipend
- Awards/Prizes
- Non-employee expense reimbursement (student, candidate, speaker, visiting faculty, etc.).

Miscellaneous Payment Requests use the Workday business process that is currently utilized for Supplier Invoice – it will route for budget check and to the cost center manager for approval. Back-up documentation may include e-mail, invoice, receipt, letter, contract agreement, independent contractor form, W-9, memo and/or other.

Workday @ [Job Aid for Miscellaneous Payment Request](#) (link to job aid)

FAU Contract Templates and Addendums are available from the Office of General Counsel Procurement forms website @ <https://www.fau.edu/generalcounsel/procurement/>

For an in-person contact, our staff directory is available @ <https://www.fau.edu/procurement/contact/>

FAQ's @ <https://www.fau.edu/procurement/files/faq-payables.pdf>