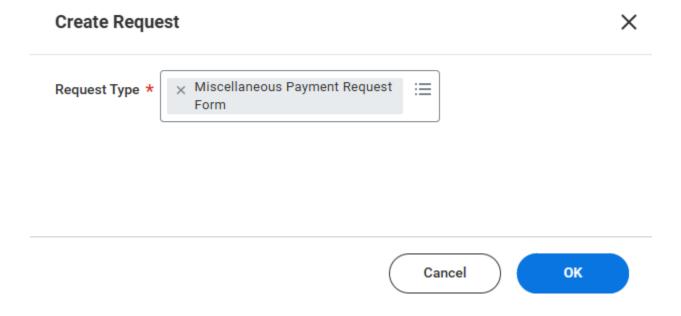
Miscellaneous Payment Request

Workday 'Create Request' task, select the option entitled

"Miscellaneous Payment Request".

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



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