

SECTION 9: PAYMENT TECHNIQUES

SUBJECT: PAYMENTS TO INDIVIDUALS

PROCEDURE 9.9

POLICY: Individuals are paid by the University of Washington for a variety of reasons and should be paid using different payment mechanisms depending on the reason for payment.

PROCEDURE:

Use the appropriate method of payment for an individual as outlined below. Each payment type is linked to detailed information and guidance.

Payment Type	Appropriate For
Payments to Individuals (P2I) Ariba form	Honoraria , Royalties , Awards/Prizes , Non-UW Scholarships , Services , Associated Expenses , Performers
Non-Catalog Ordering	Individuals with an active vendor number, Payment for goods, Payment to a company/group
Non-PO Invoice Payment	Individuals with an active vendor number, Payment for goods, Payment to a company/group, Clubs or groups assisting at UW athletic games
Check Request	Foreign National
eTravel	Travel related to Honoraria
Payroll	Employees (except for Royalties)
eReimbursement	Employees (except for Royalties)
Student Fiscal Services	Student Employees
Revolving Fund	Research Subjects
Field Advance	Research Subjects
Gift Card	Research Subjects