

NON-PO PAYMENT REQUISITION MATRIX

Payment Request Type	Award/Prize	Conference/Seminar Registration Fees	Gift Cards	Government Payment	Honorarium	HR Employee Benefit Payment	Insurance Premium Payment	Legal Payment	Membership Dues/Fees	Participant Incentive Payment	Participant Support Cost	Patent/Royalty Payment	Postage/Shipping Fees	Refund	Space Rental/Lease	Specialized Non-PO Services	Sponsorship	Stipend/REU	Student Activity Accounts	Subscription Fees	Travel & Business Expense	Tuition to Other Institution	Utilities / Telecom Payment
Definition	Cash award or prize to a student or non-UD employee for achievement, performance or competition for programs and activities that support the primary missions of the university, includes Henrich competition awards paid to non-individuals.	Payment made for an employee or student to attend or register for a seminar or conference that is consistent with the mission of the university.	Payment to store card supplier. The gift cards must only be used for awards and prizes or participant support and should not be given to UD employees. The University department issuing gift cards should maintain a log recording every gift card purchased along with the gift card recipient's first and last name, the dollar value of the gift card issued as well as the purpose for which the gift card was issued, attaching the documentation to purchase request if available at the time of purchase.	Payment or fee mandated by the U.S. government, State government, municipal governments, or any subdivisions thereof (e.g., DHS, IRS withholdings, USGS fees, property taxes, permits, patent and licensing fees, etc.).	An honorarium is a one-time (i.e., one day or one event over contiguous days) basic payment made to an individual (not a corporation, business, or partnership), for a special and non-recurring activity or event for which a fee is not legally or traditionally required, in a non-classroom setting. If the activity is in a classroom setting, this should be a guest lecture. This payment should NOT be negotiated. The sum of the honorarium amount is discretionary. That sum should not be characterized as lost fees or wages, expenses, or other opportunity costs incurred by the individual, but rather to the amount of recognition appropriate for the service provided. Examples would be a commencement speaker or CPC series speaker. Honorarium payments are made payable to the individual who provided the gratuitous service. The University does not make charitable contributions to organizations in lieu of an honorarium payment. An honorarium cannot be used to pay independent contractors, consultants, or employees.	Any insurance premiums paid by Risk Management	Payment made to claimant, attorney or law firm on behalf of the Office of General Counsel to resolve a claim.	Fee paid as membership dues to join an organization that is consistent with the mission of the university if paid directly to the vendor, via NPOF form; if reimbursed to employee, pay through Concur.	Compensation of human subject for time and efforts in participation in clinical trial. NOTE: Payees do not complete a W-9 for compensation of human subjects in a clinical trial.	Payments provided to a study participant or to a workshop attendee from the grant to an individual or to a vendor or behalf of the individual, involving direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to the payee on behalf of participants or trainees (but not employed) in connection with meetings, conferences, symposia, or training projects. Participants may include students, scholars, and scientists from other institutions, representatives of private sector companies, teachers, and state or local government agency personnel but not employees of the University of Delaware.	Payments to USPS, UPS, FedEx, or other shipper	Money returned to any payee which were originally received by UD and are returned from UD funds.	Space rental or off-campus location, not including hotel. This includes the rental of temporary housing and academic space at non-UD-owned locations. Long-term leases can also be processed as multi-invoice/payment purchase order.	Payments made to individuals or vendors for providing unique services not otherwise listed in this matrix, including but not limited to athletic game day operations, camp-related day trip fees, student room tours, etc. This payment type is allowed at the discretion of Procurement Services.	Fee paid for subscription that is consistent with the mission of the university. Software "subscriptions" are allowable on behalf of participants or trainees (but not employed) in connection with meetings, conferences, symposia, or training projects. Participants may include students, scholars, and scientists from other institutions, representatives of private sector companies, teachers, and state or local government agency personnel but not employees of the University of Delaware.	Fee paid for subscription that is consistent with the mission of the university. 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Business Office for student and other affiliated organizations to run activities throughout the year. Also includes student-related refunds or payments to entities such as Departments of Veterans' Affairs, student lenders, etc. For use with specific A-, I- and R-accounts only.	Fee paid for subscription that is consistent with the mission of the university. Software "subscriptions" are allowable on behalf of participants or trainees (but not employed) in connection with meetings, conferences, symposia, or training projects. Participants may include students, scholars, and scientists from other institutions, representatives of private sector companies, teachers, and state or local government agency personnel but not employees of the University of Delaware.	University-related travel and business expense, including exhibit booths for recruiting events, in accordance with Travel and Business Hosting Policy.	Any university-related tuition payment to other universities, to cover course enrollment on behalf of a UD student (including employee benefits and consortium agreements).	Any University-related utility fee. Can also be processed as multi-invoice/payment purchase order.
For use By:	No Restriction	No Restriction	No Restriction	No Restriction	No Restriction	HR Only	Risk Management	OGC Only	No Restriction	No Restriction	Grants Only	No Restriction	No Restriction	No Restriction	No Restriction	No Restriction	No Restriction	Student Life, etc.	No Restriction	No Restriction	HR and SFS	No Restriction	
Commodity Code	NP-AWARD	NP-REGISTN	NP-GIFTCD\$	NP-GOVT	NP-HONORA	NP-EMPBEN	NP-JNS	NP-LEGAL	NP-DUES	NP-PARTINT	NP-PARTSUP	NP-PATROY	NP-SHIP	NP-REFUND	NP-SPACE	NP-SPECSER	NP-SPONS	NP-STIPEND	NP-STUDACT	NP-SUBSC	NP-TRAVEL	NP-TUITION	NP-UTILITY
Account Code(s) Linked	149200	130100 130500	146100 146115	A 150100 159700	136800 (invoice) 146400 (no invoice)	149200 149250	UCB L1NNWT L1NNR	127000 L1ADIC L1AG	146600 146602 146603 146604 146605 146606 146607 146608 146609 146610 146611 146612 146613 146614 146615 146616 146617 146618 146619 146620 146621 146622 146623 146624 146625 146626 146627 146628 146629 146630 146631 146632 146633 146634 146635 146636 146637 146638 146639 146640 146641 146642 146643 146644 146645 146646 146647 146648 146649 146650 146651 146652 146653 146654 146655 146656 146657 146658 146659 146660 146661 146662 146663 146664 146665 146666 146667 146668 146669 146670 146671 146672 146673 146674 146675 146676 146677 146678 146679 146680 146681 146682 146683 146684 146685 146686 146687 146688 146689 146690 146691 146692 146693 146694 146695 146696 146697 146698 146699 146601 146602 146603 146604 146605 146606 146607 146608 146609 1466010 1466011 1466012 1466013 1466014 1466015 1466016 1466017 1466018 1466019 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