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 Hen Hatch 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, USCIS 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) basis 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 lecturer. 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 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.	Payment made for employee benefits (i.e. deductions from payroll for health/dental benefits). Examples of payees are the State or unions. Payee may be non-employee individual if death benefit.	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 supplier, pay via NPOP form; if reimbursed to employee, pay through Concur.	NOTE: Payees do not complete a W9 for payment. These should be done in UDX only if the payee is a supplier. They can be done on the Payment to Individual webform selecting the E-vendor payee if student or employee. Otherwise, continue to use the Payment to Individual form by entering SSN and check payment information at this time. This is the ONLY acceptable use of the PTI webform with SSN number entered.	Compensation of human subject for time and efforts in participation in clinical trial. Payments provided to a study participant or to a workshop attendees from the grant to an individual or to a vendor on behalf of the individual, involving direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) 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.	Any University-related non-employee royalty paid to authors or patent fee paid to inventors. In addition, this would include any fees to obtain the rights to produce plays.	Payment to USPS, UPS, FedEx, or other shipper	Money returned to any payee which were originally received by UD and are returned from UD funds. NOTE: Payee is not required to be entered to return payment. If it is a supplier in the system, use UD Exchange. Otherwise, the payee name and address can be typed into the Payment to Individual webform for a check payment. Note that this type of payment is not searchable by payee in our systems.	Space rental of 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 taxes, etc. This payment type is allowed at the discretion of Procurement Services.	Fee paid to vendor for event that is sponsored (e.g., UD unit may sponsor dinner or conference).	Fee paid to individual receiving a stipend for research, including the Research Experience for Undergraduates	Payment for Student Activity Business Office for student and other affiliated organizations to run activities throughout the university. Software "subscriptions" are allowable (e.g. Survey Monkey) provided that licenses are not included. If licenses apply to entities such as Departments of Veterans' Affairs, student lenders, etc. **For use with specific A-, L- and R- accounts only.**	Fee paid for subscription that is University-related and other affiliated organizations to run activities throughout the university.	University-related travel and business expenses, including exhibit booths for recruiting events, in accordance with Travel and Business Hosting Policy.	Any university-related tuition payment to other universities, 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	No Restriction	Student Life, etc.	No Restriction	No Restriction	HR and SFS	No Restriction
Commodity Code	NP-AWARD	NP-REGISTN	NP-GIFTCDS	NP-GOVT	NP-HONORA	NP-EMPBEN	NP-INS	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	149200|149250 | 146100|146115	136800 (invoice) |146400 (no invoice)	127000|L1ADIC|L1AG HC|L1ARDE|L1ARGH| L1ARVI|L1AVCC|L1ND N|TDC|L1NVG|L1TPE N|L1TSDS|L1TTCC	146600|146602|146603|146604 |146605|146606|146607|146460 8|146609|146610|146611|146 12|146613|146614|146615|146 616|146617|146618|146619|14 6620|146621|146622|146623|1 46624|146625|146626|146627| 146628|146629|146630|146631 |146632|146633|146634|146643 |146644|146645|146646|146647 46651|L1AHLT|166200	145000|149827	144600|144601|1446 02|144610|144620	146100|146115|146190	146700	144700|147704|14715 900|etc.	A2GCSD|A2GAA3|A2G NMH |A1DFDT|A2GPT1|R0 8100	154200	146300|147202|1473 00|147400|147500|14 7901|147902|147903 |etc.	146190|144100|130 100	149100|146100|146115	A2ASAN|A2ASTA| A2ASTR|A1CST2|L1AB NB|L1ASTU| R03100|R08100 (scholarships)	148300	130100|130150|1304 00|130500|130700|13 1100|131000|132100| 133601|133602|1336 01|133602|133700|13 3702|133703|133704| 133800|133802|1338 03|133804|133805|13 3806|133808|133810| 133811|133812|1368 00|133700|137510|13 7511|137512|137513 |137514|137515|1375 1ADTW|R02600|R0269	127000|L1ADTC|1490 6100|156199|156200| L1AAUT1| 156299|156830 | 16	148500|148502|1526 00|156000|156099 |0| 6599|156700|161602
How to Pay:																							
EMPLOYEE	S-Contract	Concur (reimb)	N/A	N/A	S-Contract	N/A	N/A	N/A	Concur (reimb)	N/A	Pmt to Indiv Webform	N/A	Pmt to Indiv Webform	N/A	Concur	N/A	N/A	S-Contract	S-Contract with 126300	N/A	Concur (reimb)	Concur (reimb)	N/A
STUDENT	Pmt to Indiv Webform	PTI (reimb)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Pmt to Indiv Webform	Pmt to Indiv Webform	Pmt to Indiv Webform	N/A	Pmt to Indiv Webform	N/A	N/A	N/A	Pmt to Indiv Webform	Pmt to Indiv Webform	N/A	PTI (reimb)	N/A	N/A
3RD PARTY INDIVIDUAL	N-POP FORM	N/A	N-POP FORM	N-POP FORM	N-POP FORM	N/A	N-POP FORM	N-POP FORM	N-POP FORM	SEE NOTE ABOVE	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	PTI (reimb)	N/A
3RD PARTY VENDOR	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N/A	N-POP FORM	N-POP FORM	N-POP FORM	N/A	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N-POP FORM	N/A	N-POP FORM
REQ'D ATTACHMENTS	Award letter to recipient	Registration for Conference	List of recipients and amounts (receipts must be kept in-house)	document stating fee (completed form, if applicable)	Communication arranging engagement, invoice if 136800	Documentation or accounting needed if audited	Invoice or other documentation needed if audited	Invoice or other documentation needed if audited	Completed enrollment form	Completed Research Participant Compensation Form	Documentation of Expense as required by grant - see also REU/Stipend	Royalty Agreement/fee documentation or Invoice from licenser	Invoice or other documentation needed if audited	Original CT or accounting showing reason for refund	Agreement related to the space (lease, etc.)	Invoice or other documentation needed if audited	Agreement or other documentation related to the sponsorship	Agreement/Fee documentation (e.g., letter of acceptance to recipient); description of program	Accounting overview of receipts transferred	Completed enrollment form	Invoice by supplier or receipts if reimbursing non-UD individual	Accounting overview of receipts transferred or other documentation	Invoice or bill from utility company

Last updated 7/22/2021