

UTC Purchasing, Payment and Reimbursement Procedures – April 7, 2008

1) To request that a payment be made to *an individual that is not a UVM employee* (i.e. reimbursement of expenses or to pay a consulting fee), the following two forms need to be filled out and submitted to Debra along with original receipts:

a) Payment Request for Independent Contractors Form

b) UVM's Employee vs. Independent Contractor Determination Form

2) A UVM employee's request for travel and expense reimbursement is done through Peoplesoft in the Travel and Expense portal. All employees should delegate travel authority to Debra (*net id = dkobus*) and Julia (*net id = jkirby*) so they are able to track payments (see instructions for *Delegating Travel and Expense Authority*).

a) If you are entering the request in Peoplesoft yourself, please make sure to print out a copy or screen shot of your Travel and Expense Report before you submit it. Attach your original receipts to this one page print out and put in Debra's mailbox.

b) If you are requesting Julia to enter your request for reimbursement in Peoplesoft on your behalf, please fill out a *UTC Travel and Expense Worksheet*, attach your original receipts, and submit them to Julia.

3) UVM mandates that all office supplies for the University be purchased from OfficeMax. *Please see Julia for assistance and let her know the PeopleSoft project number that should be charged.*

4) To make charges within the University (*i.e. UVM Bookstore, catering, computer repair, etc.*), you will need a valid PeopleSoft chartstring for the project you are charging. This chartstring can be provided to you by Debra after you have obtained approval from the PI to make the purchase.

5) Other Purchase Requests: Julia and Debra have UVM Purchasing

Cards and can assist in making appropriate purchases that have been authorized by the PI. Please provide the correct PeopleSoft project number that should be charged.

6) Purchases and payments to a business/corporation that are not the type that can be paid with a UVM Purchasing Card, require a Purchase Requisition and should be submitted to Debra--PI approval should be received prior to this request and the correct PeopleSoft project number should be provided.

a) To make payment, Debra will need a detailed invoice from the company.

b) If a request for payment is to a business (i.e. hotel, etc.) and is related to a conference or workshop, along with a detailed invoice, Debra will need a list of participants and workshop or conference brochure.