

NON-PO PAYMENT REQUISITION MATRIX

| Payment Request Type | Definition | For use By: | Commodity Code | Account Code(s) Linked | HOW TO PAY: | | | | | Required Attachments |
|--------------------------------------|--|-----------------|----------------|--|----------------------|----------------------|----------------------|---|------------------|--|
| | | | | | Employee Payment | Student Payment | Student Employee | 3rd Party Individual Payment | 3rd Party Vendor | |
| Agency | For payments from AGCY codes where UD is the fiscal agent for funds which belong to related third parties (not UD-related business). AGCY codes can still be used to conduct regular business, such as purchasing office supplies from our contracted office supply company. | AGCY Only | NP-AGENCY | TBD | S-Contract | Pmt to Indiv Webform | S-Contract | N-POP FORM | N-POP FORM | Documentation or accounting needed if audited |
| Award/Prize | 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. | No Restriction | NP-AWARD | 149200 | S-Contract | Pmt to Indiv Webform | S-Contract | N-POP FORM | N-POP FORM | Award letter to recipient |
| Conference/Seminar Registration Fees | 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. P-card may also be used as appropriate and if accepted by supplier. | No Restriction | NP-REGISTN | 130100 130500 | Concur (reimb) | PTI (reimb) | PTI (reimb) | N/A | N-POP FORM | Registration for Conference |
| Finance | Payments related to codes required by VP Finance units to transact routine non-PO business, including Cashier's Office, Auxiliary Services, Procurement Services. | VP Finance | NP-FINANCE | A1CGPC A2GAA3 A2GBB3 A6AST1 A6FFFP A7AGIL L1ABAC L1ABAJ L1ABAP L1ABAV L1AXX2 L1ABOR L2UDRF L3GRNT L3SPLT 148004 146651 147901 148001 149881 146750 | N/A | N/A | N/A | N/A | N-POP FORM | Documentation or accounting needed if audited |
| Gift Cards | 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. | No Restriction | NP-GIFTCDS | 149200 149250 149251 146100 146115 | N/A | N/A | N/A | N/A | N-POP FORM | List of recipients and amounts (receipts must be kept in-house) |
| Government Payment | Payment or fee mandated by the U.S. government, State government, municipal governments, or any subdivisions thereof (e.g., DHSS, IRS withholdings, USCIS fees, property taxes, permits, patent and licensing fees, etc.). | No Restriction | NP-GOVT | L1NFIT L1NFIC 166300 141258 149821 145100 L1JUCB L1NWWT L1NMAR L1NNRA 150100 159700 149830 149818 149835 | N/A | N/A | N/A | N/A | N-POP FORM | document stating fee (completed form, if applicable) |
| Honorarium | An honorarium is a one-time, ex gratia payment made to an individual with scholarly or professional expertise who is not an employee of the University. It is provided as a token of appreciation or "thank you" for voluntary, non-recurring participation in the University's educational, research, or public service activities, for which a fee is not legally or traditionally required and when there is no contractual obligation to pay for services rendered. | No Restriction | NP-HONORA | 146400 | N/A | Pmt to Indiv Webform | S-Contract | HONORARIUM FORM | N/A | supporting documentation related to the activity (e.g., communication arranging the activity, flyer advertising the speaker or other documentation prepared prior to the event's occurrence) |
| HR Employee Benefit Payment | 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. | HR | NP-EMPBEN | 127000 127050 L1ADIC L1AGHC L1ARDE L1ARGH L1ARVI L1AVCC L1NDLI L1NTC2 L1NPEN L1NTDC L1NVGL L1TPEN L1TSDS L1TTCC 146019 146020 146021 L1TFIC | N/A | N/A | N/A | N-POP FORM | N-POP FORM | Documentation or accounting needed if audited |
| Human Subject Payment | Compensation for participation in sponsored or non-sponsored human subjects research requiring IRB review. "Human Subject" is defined as "a living individual about whom an investigator (whether professional or student) conducting research obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens." NOTE: Human subject participants are not required to complete a W9 for payment. These payments should only be made in UDX if the payee is already a registered supplier. If the payee is a student or employee, payments can be made on the Payment to Individual webform, selecting the E-vendor option. In all other scenarios, use the Payment to Individual webform by entering the payee's SSN and check payment information. Please note: This is the ONLY acceptable use of the PTI webform with SSN number entered. | No Restriction | NP-HUMSUB | 149250 | Pmt to Indiv Webform | Pmt to Indiv Webform | Pmt to Indiv Webform | 149250-SEE NOTE IN DEFINITION COLUMN | 149250 - N/A | Completed Research Participant Compensation Form |
| Insurance Premium Payment | Any insurance premiums paid by Risk Management | Risk Management | NP-INS | 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 L1AHLT 166200 | N/A | N/A | N/A | N/A | N-POP FORM | Invoice or other documentation needed if audited |
| Legal Payment | Payment made to claimant, attorney or law firm on behalf of the Office of General Counsel to resolve a claim. | Legal | NP-LEGAL | 144600 144601 144602 144610 144620 | Pmt to Indiv Webform | Pmt to Indiv Webform | Pmt to Indiv Webform | N-POP FORM | N-POP FORM | Invoice or other documentation needed if audited |
| Membership Dues/Fees | 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 or p-card if appropriate and accepted by supplier; if reimbursed to employee, pay through Concur. | No Restriction | NP-DUES | 145000 149827 | Concur (reimb) | N/A | N/A | N/A | N-POP FORM | Completed enrollment form |
| Participant Payment | Payment to an individual or entity for providing information or data through interaction with UD. The activities of such participants may include but are not limited to: joining in collaborations; attending training; providing subject-matter expertise; providing input or feedback on shared information, or similar contributions. A W9 is required for payment. | No Restriction | NP-PARTPAY | 149251 | Pmt to Indiv Webform | Pmt to Indiv Webform | Pmt to Indiv Webform | N-POP FORM | N-POP FORM | Other supporting documentation related to the purpose of the participation and reason for payment |

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| | | | | | Employee Payment | Student Payment | Student Employee | 3rd Party Individual Payment | 3rd Party Vendor | |
| Participant Support Cost | 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. | Grants Only | NP-PARTSUP | 146100 146190 146115 (UD students only) 146105 (reimbursements only) 149829 146110 | N/A | Pmt to Indiv Webform | Pmt to Indiv Webform | N-POP FORM | N-POP FORM | Documentation of Expense as required by grant - see also REU/Stipend (description of program/documentation of fee) |
| Patent/Royalty Payment | 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. | No Restriction | NP-PATROY | 146700 | Pmt to Indiv Webform | Pmt to Indiv Webform | Pmt to Indiv Webform | N-POP FORM | N-POP FORM | Royalty Agreement/fee documentation or Invoice from licensor |
| Postage/Shipping Fees | Payment to USPS, UPS, FedEx, or other shipper. P-card may also be used as appropriate and if accepted by supplier. | No Restriction | NP-SHIP | 147700 147704 147705 140160 145800 145900 | N/A | N/A | N/A | N/A | N-POP FORM | Invoice or other documentation needed if audited |
| Refund | Moneys 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 refund 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. | No Restriction | NP-REFUND | A2GCSD A2GAA3 A2GNG1 A2GNG2 A2GNG3 A2GNG4 A2GNMH A2GPT1 R04700 R08100 R12400 | Pmt to Indiv Webform | Pmt to Indiv Webform | Pmt to Indiv Webform | SEE NOTE IN DEFINITION COLUMN | SEE NOTE IN DEFINITION COLUMN | Original CT or accounting showing reason for refund |
| Space Rental/Lease | Space rental of off-campus location, not including hotel, and associated expenses. 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. | No Restriction | NP-SPACE | 154200 150100 154203 154204 | N/A | N/A | N/A | N/A | N-POP FORM | Agreement related to the space (lease, etc.) |
| Specialized Non-PO Services | 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. | No Restriction | NP-SPECSE | 141300 144001 146300 147202 147300 147400 147500 147902 147903 147904 148900 L1ATIC | S-Contract | Pmt to Indiv Webform | S-Contract | N-POP FORM | N-POP FORM | Invoice or other documentation needed if audited |
| Sponsorship | Fee paid to vendor for event that is sponsored (e.g., UD unit may sponsor dinner or conference). | No Restriction | NP-SPONS | 146190 144100 130100 | N/A | N/A | N/A | N/A | N-POP FORM | Agreement or other documentation related to the sponsorship |
| Stipend/REU | A fixed sum of money paid one time or periodically as monetary support to defray living and other expenses, such as for research, internship or career training. If paid as Participant Support, must be on grant funds. | No Restriction | NP-STIPEND | 149100 146100 146190 146115 (UD students only) | S-Contract with 126300 | Pmt to Indiv Webform | Pmt to Indiv Webform | N-POP FORM | N/A | Agreement/Fee documentation (e.g., letter of acceptance to recipient); description of program |
| Student Activity Accounts | Payment for Student Activity 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-, L- and R- accounts only. | Student Life, etc. | NP-STUDACT | A2ASAN A2ASTA A2ASTR A1CST2 L1ABNB L1ASTU L2DUIF R03100 R08100 (scholarships) | N/A | N/A | N/A | N/A | N-POP FORM | Accounting overview of receipts transferred |
| Subscription Fees | Fee paid for subscription that is consistent with the mission of the university. If paid directly to supplier, pay via NPOP or P-card if available and accepted by supplier. If employee reimbursement is required, pay through Concur. | No Restriction | NP-SUBSC | 148300 | Concur (reimb) | N/A | N/A | N/A | N-POP FORM | Completed enrollment form or invoice |
| Travel & Business Expense | University-related travel and business expenses in accordance with the Travel and Business Hosting Policy, including exhibit booths for recruiting events and reimbursement of business-related supplies to non-UD employees. P-card may also be used as appropriate and accepted by supplier. NOTE: Payee is not required to be entered to reimburse 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. | No Restriction | NP-TRAVEL | 130100 130150 130400 130500 130700 131100 131800 132100 133601 133602 133603 133604 133701 133702 133703 133704 133800 133802 133803 133804 133805 133806 133807 133808 133809 133810 133811 133812 1337500 1337505 1337510 1337511 1337512 1337513 1337514 1337515 1337516 1337517 1337600 146805 | Concur (reimb) | PTI (reimb) | PTI (reimb) | SEE NOTE IN DEFINITION COLUMN | N-POP FORM | Invoice by supplier or receipts if reimbursing non-UD individual |
| Tuition to Other Institution | Any university-related tuition payment to other universities, to cover course enrollment on behalf of a UD student (including employee benefits and consortium agreements). | HR and SFS | NP-TUITION | 127000 A2ASTR L1ADTC 149000 R00282 L1AAUT L1ADTW R02600 R02612 | N/A | N/A | N/A | N/A | N-POP FORM | Accounting overview of receipts transferred or other documentation |
| Utilities / Telecom Payment | Any University-related utility fee. Can also be processed as multi-invoice/payment purchase order. P-card may also be used as appropriate and if accepted by supplier. | No Restriction | NP-UTILITY | 148500 148502 156000 156099 156100 156199 156200 156299 156300 156399 156400 156500 156599 156700 161602 | N/A | N/A | N/A | N/A | N-POP FORM | Invoice or bill from utility company |