



**Payment Request Matrix**  
**When to Use a Payment Request**

Payment Type	Definition	Detail to include in, "Please enter purpose of the expense below"	Invoice / Supporting Documentation	Actual Invoice Naming / Numbering
<b>Athletic Fees</b>	Any fee associated with gameday production services including: Officials - referees or umpire-related activities Video Board Operators, Camera Operators, and Photography Service Commentators - Play to Play & Color Commentators	Game Details and Game Date	Vendor Invoice	Payee Last Name-MMDDYY
<b>Direct Buy Purchases &lt; \$1K</b>	Any purchase under \$1K may be procured directly by the department. Recurring transactions require a purchase order.	Business purpose and description of service	Vendor Invoice	Vendor Invoice Number
<b>Facilities &amp; Campus Operations Related Repairs (Unplanned, Emergency)</b>	<b>Used by Facilities Dept. only.</b> Any facilities and campus operations related repairs demanding immediate action due to unforeseen causes. Unplanned, emergency repairs are defined as situations that endanger lives, property or the continuation of a vital program and must be rectified by on-the-spot purchases.	Business purpose and description of emergency service / repair	Vendor Invoice	Vendor Invoice Number
<b>Honorarium</b>	A honorarium is a one time payment (i.e. one day or one event over contiguous days) basis payment made payable to the individual who provided the gratuitous service to the university. Honorariums are defined as tokens of recognition in where the individual is not expecting payment for services rendered.	Dates, business purpose and location of event	Flyer, invitation, letter, email or other corresponding documentation	Payee Last Name-MMDDYY
<b>Internship (Off-campus)</b>	Opportunity cost for students who are not able to be employed while completing the internship, and at times also covers anticipated incurred expenses (e.g., transportation expenses, living expenses, etc.)	Business purpose and description of expense	Corresponding documentation (i.e. notification of internship award notice to student)	Payee Last Name-MMDDYY
<b>Insurance</b>	Any insurance premium paid by Drew University	Business purpose and description of service	Vendor Invoice	Vendor Invoice Number
<b>Memberships and Dues</b>	Fee paid as membership dues to join an organization that is consistent with the mission of the university.	Brief description of the organization that the unit is joining and how it supports the primary mission of the university. In the event the organization offers an institutional membership, departments must specify why an individual membership is being purchased.	Copy of the invoice, or membership form	Vendor Invoice Number
<b>Out of Pocket Reimbursement (Non Travel Related Reimbursement)</b>	Any fee for University-related business expenses in accordance with Business Expense Policy. Do not use this form for travel related expenses.	Business purpose and description of expense	Copy of paid invoice, or itemized receipt(s) showing proof of payment	Payee Last Name-MMDDYY
<b>Performance and Entertainment Services (Artists, Speakers, Lectures &lt; \$2K)</b>	Any fee under \$2K for performance and entertainment services (i.e. Artists, Guest Lecturers, Speakers)	Business purpose and description of expense	Copy of the invitation letter, invoice. If either party requires a signed agreement, use the Service / Entertainment / Performance Agreement.	Vendor Invoice Number or Payee Last Name-MMDDYY
<b>Postage</b>	Any fee associated with postage-related activities, including postage meter replenishment or stamp purchase.	Business purpose and description of expense	Meter receipt	Meter #-MMDDYY or Invoice Number
<b>Prize / Award (e.g. Merit Award to Student)</b>	Cash award or prize to a student for achievement, performance or competition for programs and activities that support the primary missions of the University.	Brief description of the award or prize and how it supports the mission of the university.	Copy of the award certificate, notice of award, etc. (or some PDF copy of email, letter, or memo detailing the business justification of the payment).	Payee Last Name-MMDDYY
<b>Refunds</b>	Any return fee associated with revenue collected by Drew University due back to external entities. (e.g. Facility Rentals)	Brief explanation for purpose of refund	Copy of deposit log, proof of receipt of funds by Drew University.	Payee Last Name-MMDDYY
<b>Other</b>	Any purchase typically handled through a department credit card (i.e. conference registrations)	Business purpose and description of expense	Copy of invoice, website detail / links	Procurement Services will advise requesting department when card has been activated for use or whether purchase transaction will be handled through the Procurement department card.
	Any payment for which an invoice has been received for goods / services after the fact when a purchase order should have been issued and sent to the vendor <b>prior</b> to the placing of the order directly with the vendor.	Business purpose and description of expense	Copy of invoice	Vendor Invoice Number
<b>Student Work Compensation (Non-Employee)</b>	One-time lump sum payments to students who have completed a particular task that does not fit into any other student payment category	Business purpose and description of service	Corresponding documentation between department and student with SOW, hourly rate fee.	Payee Last Name-MMDDYY