

## CAP-6-01 Payment requests sent directly to Accounts Payable

### CAP-6-01.01 Introduction

The following policy establishes expenditure categories that do not require processing through the Department of Purchasing. Invoices for these expenditures may be sent directly to Accounts Payable for processing, assuming all University expenditure policies have been followed. No pyramiding is permitted to avoid issuance of a PO.

**The proper method of payment when possible is the University Pcard when in accordance with established University Pcard policies.**

Direct Payment Form should accompany the invoice.

### CAP-6-01.02 Approved items

The following is a list of approved items to be sent directly to Accounts Payable:

1. **Honorariums** to non-University personnel. This should be submitted on the Honorarium and Expense Reimbursement form following the Honorarium procedures.
2. **Refunds and Stipends**
  - a. Payments for scholarships, awards, and intern stipends or housing.
  - b. Refunds for items such as returned modem and keys, UA parking permits, Recreation Center memberships, etc.
3. **Royalty Payments**
4. **H1 Visa Applications**
5. **Prepayments or reimbursements:**
  - a. Memberships
  - b. Dues
  - c. Subscriptions for professional books or magazines
  - d. Prepaid conference registrations and related prepaid hotel expenses
  - e. Other
6. The University of Akron Foundation or The University of Akron Research Foundation payments.
7. **Legal Services** including outside legal counsel, legal settlements, and land purchases.
8. **Petty cash** reimbursements or cash advance program.
9. **Reservations** for local hotels and car rentals.
10. **Selected student activity expenditures** (990xxx and 996xxx speedtypes) which have been approved for payment by Student Affairs, to include speakers. This would **not** include items which involve some risk to The University.

CAP-6-01.02 **Approved items (continued)**

11. **Check requests** initiated internally by Associate Vice President/Controller departments including:

- a. Student refunds
- b. Financial aid reimbursements
- c. University loans accounts
- d. Medical and dental insurance premiums and payments (Benefits Administration may also initiate this request)
- e. Unemployment insurance and workers' compensation payments
- f. Payroll withholding payments
- g. Bulk mail postage
- h. Real estate taxes
- i. Research and sponsored program payments for subcontractors on a grant