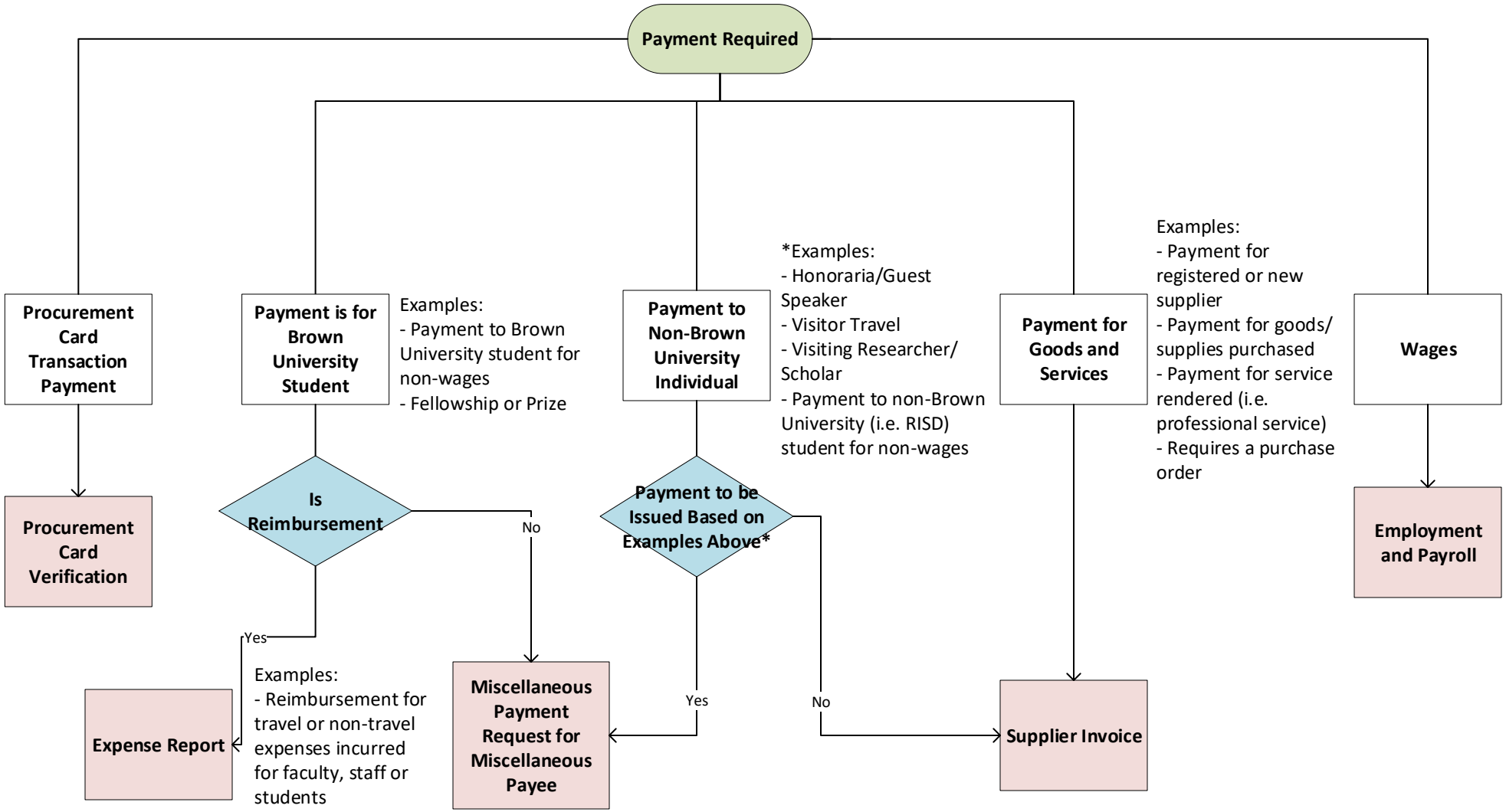
Payment Required
Procurement Card Transaction Payment
Procurement Card Verification
Payment is for Brown University Student
Examples:
- Payment to Brown University student for non-wages
- Fellowship or Prize
Is Reimbursement
Yes
No
Expense Report
Examples:
- Reimbursement for travel or non-travel expenses incurred for faculty, staff or students
Miscellaneous Payment Request for Miscellaneous Payee
Payment to Non-Brown University Individual
*Examples:
- Honoraria/Guest Speaker
- Visitor Travel
- Visiting Researcher/ Scholar
- Payment to non-Brown University (i.e. RISD) student for non-wages
Payment to be Issued Based on Examples Above*
Yes
No
Supplier Invoice
Payment for Goods and Services
Examples:
- Payment for registered or new supplier
- Payment for goods/ supplies purchased
- Payment for service rendered (i.e. professional service)
- Requires a purchase order
Wages
Employment and Payroll