Radford UniversityPayment Method Guidelines

The following identifies transactions that o not require an eV-Rurchase Requisition may be paid by the means as described below:

TransactionType		
Business Meals (travel and non-travel)	ChromeRiverExpenseReport(if paid by employee) ZCE } u Z] À CE ^ W Z } v] o] š] }	Chrome River Preapproval required. Must comply with applicable policy; Food and Beverage Policy or University Travel Policy. SPCC transaction must follow SPCC Procedures
Chartwells Food & Beverage	Invoiceto Accounts Payable	Chrome RivePreapprovalequired XDustcomply with the Foodand BeveragePolicyX Z Œ } Z] À Æ ‰ Z • ‰ } Œ š v } šv •• XŒ Ç
Conference RegistrationUs } µ Œ • • U v d Œ ~ Æ ‰ v • • } ó í î î ð ì •]vZ]02EP}•u Z]À CE Æ ‰ v• Z ‰ }CEš ZCE}ūZ]À^00aZ Z }v]o](ifšp)ajokon SPCC) DirectPayForm (if paying vendoodirectly)	Chkome RivePreapprevareQuired.• SPC@ansactionmustfollow SPC@roceduresX
Collection Agencies	Direct Pay Form	BursarOfficeuseonly X
Debt Service and Insurance Payments	Direct Pay Form	}všCE}oOfficeEis[e•only X
Honorarium	Honorarium Paymeth Requets Form	W]š }v } v r u ‰ o } Ç v•} v v• š µ v š • (} Œ ‰ ‰ Œ } (• Œ À ‰ •Œ (} Œvu] vÁ Z] Z ‰ Ç•ur } vš š Œ ⟨ µ] SEe Hxonorarium PaymeRtequest for applicabilityand requirementsX
Hošo• ~v}vr}všŒ š]Œ š]oo••	Invoice to Accounts Payable	ZCE } ūZ] À WOEE
> P o ^ ŒÀ] •	Direct PayForm	W Çu vš• š} šZ K((] }(šZ šš}Œv Ç 'Æš Œv o o PX o }µv• o
Mansfield OilVoyagerFuel Card	Mansfield Oil Fuel Log and Payment Form	See Mansfield OQuickReferenceGuide X
KE Œ s v }Œ W Çu vš	/vÀ}]š} }µv š V Ç o	hv]À Œ•Œ\$μ••vοÇX
KCEP v]Ì δο]}uv δοΕ•Ζμ]‱-]v]À] μ ο••	Z Œ } vZ] À ^ ONT Z } v] o] (ifšpþajdron SPCC) DirectPayForm (if paying vendodirectly)	/v]À] μουυ Œ•Z]‰ μ• ()•Œ• ‰σŒ) Á••]v }CE v Á]šZšZ hv]À Œ•]šÇ^‰ v Æ ομ • š Œ] ¾νÆ Œ}υ Z]À Œ WŒ ‰ Œ ^W šŒ v• š]}vυμ•š (}οο}Á^W WŒ}
Payroll Check Request	Direct PayForm	Payroll usenly X
PersonaReimbursemen(v) vršŒ À o•	Chrome RiveExpense Report	h ‰ š } "îìì (} Œ P}} • v ‰ Œ } (• S•d•) v o u Chapter oof the Procurementand Contracts Manual X Z Œ } o Z] À WOSE ‰ ‰ } O E Ç X

RevisedK š} Œ îìîí