

## Radford University Payment Method Guidelines

The following identifies transactions that do not require an ePurchase Requisition and may be paid by the means as described below:

TransactionType		
Business Meals (travel and non-travel)	Chrome River Expense Report (if paid by employee)	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	Invoice to Accounts Payable	Chrome River Preapproval required. Must comply with the Food and Beverage Policy. SPCC transaction must follow SPCC Procedures.
Conference Registrations	Direct Pay Form (if paying vendor directly)	Chrome River Preapproval required. SPCC transaction must follow SPCC Procedures.
Collection Agencies	Direct Pay Form	Bursar Office use only X
Debt Service and Insurance Payments	Direct Pay Form	Office use only X
Honorarium	Honorarium Payment Request Form	See Honorarium Payment Request for applicability and requirements X
Hotel	Invoice to Accounts Payable	Chrome River Preapproval required. Must comply with applicable policy; Food and Beverage Policy or University Travel Policy. SPCC transaction must follow SPCC Procedures.
Payroll	Direct Pay Form	Payroll use only X
Personnel Reimbursement	Chrome River Expense Report	See Chapter of the Procurement and Contracts Manual X

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