






eProcurement Forms and When to Use Them

What are you buying/want to pay?	Form in eProcurement	Special Instructions
<p>Non-Catalog/Independent Contractors -Non-Catalog for any vendor purchase that is not a punch-out -Individuals for Services Athletic Trainers, Art Modeling, DJs, Face Painting, Musicians/Performers (with no contracts or agents), Proof Reading, Sports Officiating, Translation, Transcription, Film Editing, Photographer, One-time Speaker, Videographer) -No companies or employees paid via independent contractor.</p>		<p>Non-Catalog purchases will require receipts for all invoices if the PO is greater than \$5000. Check Buying Goods and Services website page for purchasing thresholds and instructions and required document attachments: https://finance.utdallas.edu/buying-goods-services/</p> <p>Independent Contractors - Cost Receipts created by Department when payments required. Accounts Payable will create invoices for payment based on receipts. Independent Contractor certification forms are required for all submissions.</p>
<p>External Vendors for membership, registration, subscriptions, payments to State of Tx, postage, conference fees, Fed Ex payments. Do not attach <i>confidential information</i> Used for Homeland Security Payments and Faculty relocation.</p> <p>Student and Guest travel or reimbursements.</p> <p>Do not use for things like Catering, Books, Porter Services, Animal Medical Supplies, Transportation and Pest Control.</p>		<p>Vendor invoice attached to support the amount of payment in the vendor's name. Dates of invoice within 60 days of the current date.</p> <p>Students and Guests - Receipts for travel or reimbursements attached. Dates of receipts within 60 days of the current date.</p> <p>Relocation – The Letter of Offer must be attached.</p>
<p>Employee Non-Travel reimbursements for Faculty and Staff.</p>		<p>Receipts for non-travel transactions attached to requisition. Reimbursement approved by department within 60 days of the return date of the trip.</p>
<p>Employee Travel reimbursements for Faculty and Staff.</p>		<p>Receipts or expense transactions for travel attached to the requisition. Reimbursement approved by department within 60 days of the return date of the trip.</p>
<p>Travel Advance Card Approved by your Fiscal Officer 13 business days prior to the Travel start date.</p>		<p>For travelers who wish to obtain a travel advance card to help pay for their travel. It is a prepaid credit card with a specific balance and time- frame for use.</p>

Please remember to process a receipt to complete transactions for payments to independent contractor requisitions. Remember that when you place a comment, you must **“tag”** someone if you want your comment to be viewed and acted upon.