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Responsible University Office:
Procurement and Payment Services

Responsible University Administrator:
Director of Procurement and Payment Services

Policy Contact:
Payment Services Manager
pymtsvcs@unk.edu

Payment Services Policies

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Scope and Reason for Policy

The University of Nebraska at Kearney is an agency of the State of Nebraska, and is bound by the regulations, policies and procedures set forth by the Nebraska legislature and administered by the Department of Administrative Services. Policies and procedures set forth by the University of Nebraska Board of Regents and other University administrative entities govern issues specific to the University. Certain transactions are also subject to Internal Revenue Service and Department of Labor documentation and reporting guidelines.

In addition to the above, each expenditure should have a verifiable business purpose. A business purpose supports the University of Nebraska's stated purpose for existence per *Executive Memorandum No. 2* issued January 9, 1976 which is "providing educational opportunities for [Nebraska's] citizens, for discovering and disseminating new knowledge, and for extending educational public service to the people and the institutions of the State". All payment requests made by university programs and personnel NOT found to reasonably support this stated purpose will be denied.

This policy applies to all university employees and departments operating in every facet of university operations when using University or University-Managed Funds.

Policy Statement

The primary function of the Payment Services office is to process non-payroll and non-financial aid transactions and to facilitate the issuance of payments to vendors in accordance with all university, state and federal policies and laws for all categories of expenses included or not included in this policy. All employee reimbursement requests for expenses with a demonstrated business purpose must be submitted by the employee through an appropriately executed Travel Management Tool Expense Report no later than 60 days after the expense was incurred (i.e. the date on the payment/receipt). This State of Nebraska statutory requirement cannot be waived.

Categories & Related Policy

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Food Expenses (Non-Travel)

When food or refreshments are purchased with University or University-Managed Funds, a legitimate business purpose for the expenditure must be demonstrated. In NO circumstance may alcoholic beverages be purchased with University or University-Managed Funds.

Exclusive Food Services Contract – Sodexo America, LLC (Sodexo)

- The University has an exclusive contract with Sodexo for food services and catering provided on the UNK campus or at UNK-managed facilities. Sodexo has the first right of refusal to cater all activities for which food is provided on the campus. When an invoice from an outside Vendor that provided food on campus is submitted to Payment Services, a Catering Exclusivity Exemption Request must be provided showing that protocols have been followed to authorize the use of the outside Vendor. A blanket exemption is in place for purchases made from the student-ran Brewed Awakening coffee shop on campus, individual event exemptions are not necessary.

Documentation Requirements

- Documentation accompanying employee requests for reimbursement of food expenses within the University expense management tool must include:
 - The detailed original receipt showing the actual food purchased. Note: A cash register receipt or a credit card receipt which only substantiates the total amount paid or charged to a credit card IS NOT adequate substantiation.
 - For [candidate expenses](#), a copy of the interview itinerary and the position for which he/she interviewed.
 - For all other eligible, [non-travel food expenses](#), a copy of a program agenda specifically showing that the meal/refreshments were included as a part of the program and that a business or program related activity occurred during the meal/refreshment time.
 - A complete list of participants, including the role they had as a participant, that includes a designation of which participants are University employees.
- Documentation accompanying requests for Direct Pay to vendors for food expenses must include:
 - The detailed original vendor invoice or receipt showing the actual food purchased.
 - For [candidate expenses](#), a copy of the interview itinerary and the position for which he/she interviewed.
 - A copy of a program agenda specifically showing that the meal/refreshments were included as a part of the program and that a business or program related activity occurred during the meal/refreshment time.
 - A complete roster of participants classified by “Student”, “UNK Employee”, and/or “Other (please specify)”.

Employee Food Expenses

- *Official Functions*
 - Food expenses (in the city of regular work location and/or residence) are only allowed when in attendance of a required Official Function, conference or hearing of a public or general use nature for a large group,

- council, policy setting committee, or board whose direction affects the campus or entire University community.
- The function should be at least one-half day in length and should promote the University to the outside community.
 - Regular University staff meetings or planning sessions are not included within the scope of the definition of “Official Functions”.
 - *Faculty/Staff Training, Planning and Development Retreats*
 - Food expenses incurred in conjunction with a faculty or staff training, planning or development retreat being conducted by UNK faculty/staff or administrators may not be paid with University or University-Managed Funds
 - *Exception:* When food expenses are incurred in conjunction with a faculty/staff training, planning or development retreat which is managed and conducted by an external consultant engaged by the university to provide those services, University or University-Managed Funds may be used to underwrite those food expenses and will be processed as an Official Function expense. Accompanying a request for payment of food expenses incurred in these circumstances must be an explanation of the purpose of the event, an agenda, and a complete roster of participants classified by “Student”, “UNK Employee”, and/or “Other (please specify)”.
 - *Offsetting Revenues*
 - If funds are collected from participants in the course of conducting an Official Functions of the University to defray meal expenses, the revenues collected from the participants and the expenses incurred by the University for those meals must be coded and recorded to the same cost object.
 - *Working Meals*
 - University or University-Managed funds may only be used for employee food expense incurred in the city of regular work location and/or residence when the meal meets the definition and requirements of an Official Function.
 - *Social Gatherings*
 - Food or refreshments for university personnel gathering in a strictly social setting (example: farewell reception for staff member) may not be purchased with University or University-Managed funds.
 - *Recognition/Appreciation Events*
 - Food expenses for employee recognition/appreciation programs are only allowable if the program is recognized and on file as an Approved Program with the Vice Chancellor of Business & Finance and the Payment Services office. Examples include functions sponsored by Staff Senate, Faculty Senate, and Human Resources that include various employee recognitions and service time to the university, although there are others.
 - *Hosting University Guests*

- Food expenses incurred by university employees hosting university guests in a strictly social setting may not be paid with University or University-Managed funds.
- University funds may be used for the payment of food expenses of employees who host a [job applicant](#) during an interview.
- Expenses for the meals of a spouse, companion and/or family members of an employee are not allowed unless a direct business purpose for their presence may be shown.

Non-Employee Food Expenses

- *Business Purpose Necessary:* Food/meal expenses for non-employees are allowed for activities for which a specific business or program related purpose may be demonstrated.
- *Expense Contracts:* In the case where a non-employee has been contracted for independent [contractual services](#) by the university and an agreement has been reached for the provision of the individual's meals, such agreement must be documented in the contract.
- *Offsetting Revenues:* If funds are collected from non-employee participants in Official Functions of the university to defray meal expenses, the revenues collected from the participants and the expenses incurred by the university for those meals must be coded and recorded to the same cost object.
- *Spouses or Traveling Companions:* Meals for spouses or companions of university employees or non-employees providing goods or services to the university are not reimbursable unless there is a specific direct university business purpose shown for their presence at a business meal.

Student Food Expenses

- *Business or Program Purpose Necessary:* Food/meal expenses for students are allowed for student activities for which a specific business or program related purpose may be demonstrated.
- *Student Leadership or Development Retreats:* Food expenses incurred for student retreats or training sessions conducted by UNK staff members who lead and manage those sessions for the purpose of training or orienting student leaders may be paid using appropriate related UNK revolving fund fees. At the time of payment, documentation will need to be submitted with the payment request providing evidence that the primary audience and majority of participants were UNK students. Food expense for faculty, staff or other non-student personnel in attendance will be paid only if those persons can provide a reasonable business purpose for attending.
- *Offsetting Revenues:* If funds are collected from student participants to defray meal expenses, the revenues collected from the students and the expenses incurred by the university for those meals must be coded and recorded to the same cost object.

Education Supplies, Food used as

- Food items consumed or expended with use in a student class, lab, or other classroom educational activity are considered educational supplies and should be coded to General Instruction Education & Recreation (GL 531600).

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Award and Prize Expenses

Employee Awards

- *Cash awards* paid directly to employees must be paid through payroll and may only be paid in conjunction with an Approved Program.
- *Non-monetary awards* given to employees must comply with the provisions of an Approved Program. Invoices submitted for purchases of awards to be given to employees must be accompanied by the name of the recipient(s), and the title of the Approved Program. Note: Materials distributed to employees during business-related training sessions, and which are provided by the trainer to reinforce the training objectives or to assist the employee in the performance of job-related duties are not classified as “awards”. Rather, these purchases should be coded as Training Supplies (GL code 531601). Clear documentation should accompany payment claims for training supplies to demonstrate the business purpose of the expenses.

Student Awards & Prizes

A full reference guide is available in SAPPHIRE detailing all requirements for domestic and international recipients as well as necessary IRS documentation.

- Requests for payment of a cash award (issued as a state treasury warrant/check) to students and/or invoices for purchases of non-monetary student awards should include a description of the program purpose of the award as well as a list of the recipients.
- Items/merchandise to be distributed as prizes through a random selection cannot be valued at more than \$600 or redeemable for cash and must be supported with a detailed description of the program, terms of the drawing and a completed Prize Sheet with all supporting IRS documentation of the recipient.
- Loper Dollars can be issued as awards and prizes.

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Conference Registrations

- *Form of payment:* Payment may be in the form of a Direct Payment to the vendor, a reimbursement to the conference registrant, or a Procurement Card transaction. The University encourages the use of a Procurement Card for the prepayment of conference registration fees.
- *Prepayment by the University:* The only prepayment for conference expenses that the university may pay is for registration fees. Note: If prepayment is required for

- meals, entertainment reservations, etc., the conference registrant must include a personal check with the payment request to cover those items.
- *Out-of-pocket expenses:* Out-of-pocket expenses incurred for meals, conference registrations, travel and lodging may be reimbursed to the conference registrant after the conference.
 - *Entertainment expenses:* Entertainment expenses for conference registrants and/or traveling companions may not be reimbursed.
 - *Documentation:* Documentation must include original invoices, receipts, and/or registration forms and a statement providing the date, business purpose and agenda of the conference. In the case of a reimbursement to a university employee, documentation must be attached to an appropriately executed Travel Management Tool Expense Report.

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University Sponsored Conferences/Functions

Food Expenses

- Food expenses incurred in conjunction with a faculty or staff training, planning or development retreat being conducted by UNK faculty/staff or administrators may not be paid with University or University-Managed Funds.
 - *Exception:* When food expenses are incurred in conjunction with a faculty/staff training, planning or development retreat which is managed and conducted by an external consultant engaged by the university to provide those services, University or University-Managed Funds may be used to underwrite those food expenses and will be process as an Official Function expense. Accompanying a request for payment of food expenses incurred in these circumstances must be an explanation of the purpose of the event, an agenda, and a complete roster of participants classified by “Student”, “UNK Employee”, and/or “Other (please specify)”.

Space Rental

- Any payments for space rented off campus or out of town for occasional university sponsored events should be coded to Rental of Conference Facilities (GL code 524201).

Supplies and Other Expenses

- Purchases for goods and services required to host a university sponsored function should be coded using “item” orientation, e.g. handouts or pamphlets should be coded to Publications and Printing expense.
- Expenses (e.g. lodging, facilities rentals or other travel-related costs) incurred in conjunction with faculty/staff training, planning or development retreats are subject to the same exception and the same documentation requirements noted in [food expenses](#) section above. University or University-Managed Funds may not be used to fund those functions which are not managed and conducted by an

external consultant engaged by the University as delineated in the [Official Function](#) section of this policy.

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Lease/Rental Expenses

- *Documentation:* Included with the documentation for the first rent payment should be a copy of the rental agreement (PO or Contract) detailing the terms of that agreement. Each time there is a change in a rental agreement, or a renewal negotiated, a copy of the agreement should be forwarded to Payment Services.
- DocuSign should be utilized to fulfill the requirements of a contract. Contact Business Services at contracts@unk.edu for more information.
- *Space Rental:* Any payments for space rented off campus or out of town for occasional University sponsored events should be coded to Rental of Conference Facilities (GL code 524201).

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Contracts

The Board of Regents define a contract in RP 6.3.1.3 (b), as “Any deliberate written or oral engagement between the University and one or more parties, upon legal consideration, to do, or abstain from doing some act.”

The State of Nebraska defines a contract as having a) at least two signatures, b) compensating service(s) for a fee of \$.01 or more.

The university generally considers the nature of its contracts to be either:

- An expenditure of funds, through the use of a Standard Agreement.
- Revenue generating, through the use of a Fee for Service Agreement.

A contract can only be signed by individuals authorized by the Board of Regents Signature Authority Policy.

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Non-Employee Expense Contracts

Contracts with service providers (non-employee individuals or businesses) for the provision of goods and/or services to the university should be executed and completed before any goods/services are provided. Every contractual payment submitted to Payment Services will be matched to a contract. If a contract has not been fully executed, payment will not be completed/approved until one is in place.

DocuSign should be utilized to fulfill the requirements of a contract. Contact Business Services at contracts@unk.edu for more information.

Paying Fees/Expenses Related to an Expense Contract

- *Honorarium/Fee*: The honorarium/fee can be paid in one lump sum or over a period of time. If payment for the honorarium/fee is to be presented to the service provider at the event, payment must be processed a minimum of 2 weeks in advance. *Documentation requirements* for honorarium/fee payments include a copy of a completed Payment Transmittal form (found on SAPPHIRE) or an invoice from the service provider which references the contract number issued by Business Services during the contract writing process.
- *Out-of-Pocket Expenses*: Arrangements with a service provider for the reimbursement of out-of-pocket expenses incurred for a business purpose during the business relationship with the university should be documented in the contract. IRS rules will be followed in determining the taxability of expense reimbursements paid to non-employees. *Documentation requirements* for out-of-pocket expense reimbursements include a copy of a completed Payment Transmittal form (found in SAPPHIRE) and original itemized receipts, when applicable. Meal reimbursements will follow the per diem rules found in the University's Travel Policy.
- *Direct Billing*: Departments are encouraged to arrange for non-employee travel accommodations in advance in the same way arrangements are made for employee travel. Those arrangements should include, when possible, agreements with vendors to bill the University directly for those expenses. Such arrangements cannot be made until after the contract is completed and executed by all parties. *Documentation requirements* for Direct Billing payments include a vendor invoice and either a copy of a completed Payment Transmittal form (found in SAPPHIRE) OR the contract agreement number must be referenced on the vendor invoice when submitted for payment.

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Non-Employee Expense Reimbursement Agreements

Agreements with non-employees for reimbursement of expenses only should be completed using the Non-Employee Expense Reimbursement Agreement found on SAPPHIRE. This form can only be used when a fee/honorarium is not being paid to the non-employee.

Paying Expenses Related to a Non-Employee Reimbursement Agreement

- *Out-of-Pocket Expenses*: Arrangements with non-employees for the reimbursement of out-of-pocket expenses incurred for a business purpose during the business relationship with the university should be documented in the agreement. IRS rules will be followed in determining the taxability of expense reimbursements paid to non-employees. *Documentation requirements* for out-of-pocket expense reimbursements include a copy of the completed Non-Employee Expense Reimbursement Agreement (found in SAPPHIRE) and original itemized receipts, when applicable. Meal reimbursements will follow the per diem rules

found in the University's Travel Policy. The reimbursement must be entered directly in SAP using vendor #190974. Attach all documentation in SAP and send an email to pymtsvcs@unk.edu once the entry is completed.

- *Direct Billing:* Departments are encouraged to arrange for non-employee travel accommodations in advance in the same way arrangements are made for employee travel. Those arrangements should include, when possible, agreements with vendors to bill the University directly for those expenses. Such arrangements cannot be made until after the agreement is completed. *Documentation requirements* for direct bill payments include a vendor invoice and a copy of the completed Non-Employee Expense Reimbursement.

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Personal Expenses

State of Nebraska and UNK policy prohibits the use of University or University-Managed Funds for the purchase of goods or services that would be classified as “personal” in nature because such purchases do not represent a legal claim to the State for goods or services provided in the normal course of business. Examples of purchases that would be considered “personal” in nature are purchases for employees or other individuals or entities such as flowers, appreciation gifts, greeting cards, refreshments which are not being provided as a part of an Approved Program or Official Function or for which a legitimate business purpose cannot be established. University of Nebraska Foundation funds are recommended as an alternative funding source for these types of purchases.

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Apparel, Uniforms & Footwear

When clothing, uniforms, costumes and any other types of personal apparel or footwear are purchased with University or University-Managed Funds, documentation must be prepared at the time of purchase and kept with the purchase documentation describing a reasonable justification for the purchase of those items with University or University-Managed Funds. Such justification should clearly show that the use of the apparel items was mandatory during the university sponsored program or event and that the purchases were primarily program related.

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Gift Cards & Certificates

The IRS has determined that gift cards and certificates are “cash equivalents” and are tax reportable to the recipient. The purchase of gift certificates with University or University-Managed Funds is prohibited by UNK because there is no systematic means in the university's financial system (SAP) for tracking the issuance of gift certificates for tax reporting purposes.

*The only exception to this policy is covered by the [Gift Cards for Research](#) policy available on the UNK Policies and Procedures site.

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Candidate (Job Applicant) Expenses

- *Reimbursement Limits:* Up to three applicants per position may be reimbursed for travel, meals, and lodging.
- *Expenses of Companions:* Generally, the University does not allow reimbursement of expenses for the spouse (companion) or family members accompanying the applicant.
- *Meal Limits:* Meals may only be reimbursed if the applicant must be accommodated overnight to facilitate the interview. (See also [Food Expenses](#)) These meals will be subject to the State of Nebraska and university per diem policy.
- *Direct Billing Encouraged:* The University encourages the department making arrangements for the upcoming interview to make the reservations for commercial travel and lodging prior to the applicant's visit (rather than the applicant themselves). All invoice/bills should be forwarded directly to the university for payment to help ensure efficiency and cost effectiveness of those arrangements.
- *GL Coding:* All expenses should be coded to Job Applicant Expense (522100) regardless of whether payment is to the applicant or to a vendor that provided services on behalf of the applicant.
- *Documentation:* Documentation accompanying payment claims for reimbursement to the applicant must include original receipts, the applicant's interview agenda/itinerary, and the position for which he/she interviews. The documentation must be attached to a completed [Non-Employee Expense Reimbursement Agreement](#).

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Entertainment Expenses

University or University-Managed Funds may not be used to pay entertainment expenses for any purpose.

Religious Activity Expenses

The Constitution of the United States and the Constitution of the State of Nebraska require that the University of Nebraska refrain from activities which either inhibit or promote any religion or sect. [Board of Regents policy RP-6.4.2] Accordingly, University or University-Managed Funds may not be used for expenses incurred for religious activities outside of an approved student organization. Please contact Procurement Services before committing funds or making purchases related to religious activities and for assistance navigating purchases that fall under this full Board of Regents policy:

RP-6.4.2 Religious Activities

The Constitution of the United States and the Constitution of the State of Nebraska require that the University of Nebraska refrain from activities which either inhibit or promote any particular religion or sect. As a public institution the University has, on the one hand, a legal duty to refrain from excessive entanglement with religion. On the other hand, the University, as one of the State's leading institutions of advanced learning, has a public duty to be at the forefront of our society in providing an open forum for the free expression and exchange of thoughts and ideas. It is the purpose and intent of the Board of Regents in this policy to encourage and promote the latter duty to the maximum extent possible within the parameters of the law. Campus concerns related to this issue are often situational; legal advice and interpretation regularly depend on the particular set of facts at hand. Therefore, campus representatives are encouraged to continue to contact the Office of the Vice President and General Counsel for legal advice with respect to questions concerning the interpretation of the law and its application to particular situations involving religious activities.

Reference: BRUN, Minutes, 44, pp. 158-159 (April 19, 1980).
BRUN, Minutes, 71, pp. 37-38 (September 14, 2012).

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Repairs/Maintenance Expenses

When processing a repair bill, the invoice will need to be reviewed to determine what portion of the amount being billed is for labor and what portion is for the purchase of supplies used in the repair process. This distinction must be made for IRS tax reporting purposes.

- *Labor:* The labor (or repair) portion must be coded to a Repairs and Maintenance account (525XXX) or Contracted Services account (526XXX/527XXX).
- *Supplies:* The supplies portion of the bill will need to be coded separately to an Operating Supplies account (53XXXX).
- *Freight:* If the bill also contains a charge for freight, please include the freight with the cost of the supplies portion of the bill coded to a 53XXXX account.
- *No Distinction Between Supplies and Labor:* Only when there is no clear distinction between supplies and labor on the invoice, can the entire amount of the bill be coded to a Repairs and Maintenance account or a Contracted Services account.

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Student Employee Expenses

- When a payment is to be made to a University student who is also an employee of the University, a determination must be made of whether the payment to the student originates from a student activity or from an employee activity.
- For IRS tax reporting purposes, the payment must only be reported as a payment to an employee if the payment relates to the student's employment with the University.

Non-Employee Volunteer Expenses

- *Allowed Expenses:* The University may pay for the reasonable and necessary expenses for the recruitment, training, utilization, and recognition of volunteers providing services to the University under a recognized program.
- *Recognized Program:* To be a recognized volunteer program, a written program description complying with state specifications must be submitted to the Vice Chancellor of Business & Finance for approval, who, in turn, must submit the program to the State of Nebraska for final approval.

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Old Invoice Processing

The State of Nebraska requires that unpaid out-of-date invoices (those which are older than two years) be processed through the Office of Risk Management, State Claims Board. The process involves the completion of a claim form that is forwarded to the State Claims Board and subsequently reviewed and approved or denied, based upon the circumstances. There is generally a lengthy processing period involved, therefore it is in the best interest of the vendor/supplier AND the university to do everything they can to get invoices processed in a timely manner.

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Record Retention

- *Payment Services Transactions:* All official documentation for payment transactions is maintained (within eSHOP, SAP or in some cases, in a paper file) by the Payment Services office in accordance with the University's record retention [Schedule 170-3](#). Departments may retain copies of payment documentation on site for a convenient length of time when deemed appropriate for timely reference, but for no longer than seven years.

Purchasing Card Transactions: Scanned/Electronic/Digital PCard documentation is required to be attached to the associated SAP transaction to enable the periodic review of purchase activity and will comply with the University's record retention [Schedule 170-3](#).

Definitions

Approved Program (Employee Expenses) – a campus-wide program whereby awards/gifts are given to recognize employees for various contributions to the university. To get approval from the Vice Chancellor of Business & Finance, a department must submit a letter to that office describing the purpose and expected expenses of the program (see Forms & Links below).

Direct Billing – established account with a supplier for the purpose of purchase from them without payment at the point of sale.

Direct Pay – method of payment where a supplier invoice is submitted via eSHOP for approval and paid through Payment Services.

Official Function – a program or event that is clearly aligned with the strategic goals of the University and the program/event will have a bona fide impact on the long-term vitality and strategic direction of the university.

Procurement Card (PCard) – a commercial card which allows university employees to use the existing credit card infrastructure to make electronic payments for a variety of business expenses.

Supplier/Vendor – business entity or individual providing products or services to the university.

University Funds – funds derived from tuition, fees, state appropriations, revolving and auxiliary accounts.

University-Managed Funds – funds which include dollars accepted from sources external to the university; these include gifts not channeled through the University of Nebraska Foundation as well as foreign, federal, state, local and industry grants.

Travel Management Tool – an electronic/online software tool used to submit employee expense reimbursement requests.

Vendor/Supplier – business entity or individual providing products or services to the university.

Volunteer – those persons providing services to the university who are not being compensated for their time.

Contacts

Subject	Contact	Phone	Email
Payments & Policy	Val Glaser	308-865-8419	pymtsvcs@unk.edu
Payments & Policy	Paula Fuestman	308-865-8866	pymtsvcs@unk.edu
Payments & Policy	Carrie Stithem	308-865-8865	stithemcl@unk.edu

Forms & Links

- Catering Exclusivity Exemption Request ([contact Business Services](#))
- Establishment of an Approved Employee Awards Program (*see UNK Payment Services Reference & How-To Guides SAPPHIRE folder*)
- Contracts [DocuSign Training Video](#)

- *Payment Transmittal Form (see UNK Payment Services Non-Employee & University Guests SAPPHIRE folder)*
- *Non-Employee Expense Reimbursement Agreement (see UNK Payment Services Non-Employee & University Guests SAPPHIRE folder)*
- *Student Awards & Prizes (see UNK Payment Services Reference & How-To Guides SAPPHIRE folder)*

Related Information

[*Business Services \(contracts\)*](#)

[*Concur Employee Reimbursements for Travel and Non-Travel business related expenses*](#)
[*Enrollware Business & Finance training registration for new employees include:*](#)

- *SAP/Firefly Basic Navigation*
- *Bill Paying Process – UNK*
- *eSHOP Direct Pay Invoicing*
- *SAP Procurement Card Policies/Procedures*
- *SAP Purchasing Card Reconciliation*
- *Group Travel Card Policies/Procedures*

[*Procurement and Payment Services Contacts*](#)

[*Travel Policy*](#)

History

These policies were previously published in a Policies and Procedures document and are being transferred to the current policy template and published on the new UNK Policies & Procedures webpage.

Added language to the Policy Statement to clarify there is a deadline for employees to submit reimbursement expense reports. May 26, 2021