

2017 UIC Procurement Symposium

Special Payments and Expedited Payment Requests: What to Do When Payments Aren't Business as Usual

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Workshop Presenters

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Determine the process for making expedited and special payment requests
- Discover ways to reduce need for these types of payments

Special Payment Requests

- Information can be found on the OBFS site
 - <https://www.obfs.uillinois.edu/payments-vendors-students/special-payment-requests/Special Payment Requests - OBFS>

Special Payments – PO's

- Prepayment or down payment on PO's
 - Must have a line item indicated on PO
- Pick up checks
- Summary payments (backup stored in unit)
- Establish recurring payments
- Request wire transfer or foreign draft

PO Invoice - Expedited Processing

- Not to be used as a daily payment process
- PO payments should hold to payment term established on the PO
- Emergency situations where payment is needed as soon as possible

PO Invoice - Expedited Processing

- Same day payment not guaranteed
- Escalated payments cannot be requested via the special payment form
- Contact University Payables Customer Service (obfsupay@uillinois.edu)

Special Payments – PO's

- Invoice
- Other documentation (if required)
- Purchase Order/Encumbrance Special Payment Request Form (available on OBFS site)
- Submit to obfsupay@uillinois.edu

Special Payment Request Forms:

- Deposits & prepayments:
 - Payment terms of a PO can be overridden if there is a PO line specifically for the deposit.
 - Deposit can be paid at Net with the SPR; however, the final payment will be paid at established PO terms (typically Net 30).
 - If a unit needs escalated payment terms or terms other than Net 30, a Banner PO should be used.

Special Payment Request forms:

- Note: the UI is following the best business practice of mailing payments directly to vendors.
 - Avoids lost checks.
 - Avoids duplicate payments.
 - Reduces fraud opportunities.
 - University auditing purposes.

Recurring Payments

- Defined period of time
- Same date
- Same amount
- Same CFOAPL
- Set up by fiscal year
 - Example: set up for 01/01/17-12/31/17 requires 2 forms, one for FY18 and one for FY19

Electronic Fund Transfers/Foreign Draft Payments

- Require:
 - Purchase Order/Encumbrance Special Payment Request Form
 - Electronic Fund Transfer Form
 - Invoice
- Typical uses :
 - Send payment via EFT in US or foreign currency
 - Not to domestic banks
 - Send check payment in a foreign currency
- Example Situations:
 - Invoices requiring payment in a foreign currency
 - Seminar/conference registrations in a foreign country
 - Study Abroad Program support
 - University-related travel

Foreign Draft

- Mailed by requesting department
- Typically require 7-10 business days to initiate, process and provide to unit
- Stop pay verification and replacement can take 3 weeks at minimum – usually longer

Special Payments (EPR's) - TEM

- Expedited Payment Request job aid available on the TEM resource page
- Emergency situations where payment is needed as soon as possible
- Same day payment is not guaranteed
 - EPR requests that are approved will be processed quickly but are still subject to vendor terms

Special Payments (EPR's) - TEM

- Payables will make the final determination
 - EPR will not be granted for:
 - Utility Payments
 - Refunds
 - Non-employee travel reimbursement
 - Shipping fees
 - Services already rendered
- Begin report title with EPR
- Select pick up location, if business purpose requires it

Special Payments – TEM

Expense Report ER01109924

Document Header

Enter the header information for this expense report and click Continue.

* Report Title	* Purpose				
<input type="text"/>	Misc Vendor - Payment for Goods				
* Business Purpose/Justification	* Payee Name	* UIN/ID	Special Handling	* Vendor Invoice #/Ref #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contract #	* Vendor Address Type	* Vendor Address Seq	User Defined #1	User Defined #2	* Payee Affiliation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reduce the Use

- Unless there is a valid business reason as to why a check cannot be mailed, submit via normal payment process
- Payment Terms take precedence over request for current or overdue invoices that are submitted

Reduce the Use

- Please remember the following items will not be processed as expedited:
 - Utility Payments
 - Refunds
 - Non-employee travel reimbursements
 - Shipping fees
 - Services already rendered

Workshop Summary

- Determined the process for making expedited and special payment requests
- Discovered ways to reduce need for these types of payments

Questions / Concerns?