**F4 Payment Request Acceptable Use List**

Updated January 2018

Below is list of acceptable Payment Request form usage:

* Please note that this is not an absolute list but a general guideline for Payment Request usage.
* Payment Request is generally only acceptable for one-time type of payments.
* Standard/Default Payment Terms for suppliers providing goods and services are Net 30 days from invoice date. When a deposit is needed to hold a reservation, payment can be made immediately by noting an appropriate Due Date on the F4 form and explaining in the Business Purpose that immediate payment is needed to hold a reservation.
* Pcard-acceptable transactions are allowable on F4 until the Pcard program is expanded at which time Pcard will be preferred over F4.

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| **Activity** | **Payment Terms** | **Acceptable on Pcard?** |
| Audio Visual Services | Net 30 | Yes, one-time service |
| Conference/Seminar registration | Immediate | Yes |
| Event Reservations | Net 30 | Yes |
| Flowers for business events/activities, not personal milestones (birthdays, funerals, engagements, weddings, birth, etc.) | Net 30 | Yes |
| Food and Beverage | Net 30 | Yes, on-site business meals |
| Honoraria/Guest Speaker  | Immediate | No |
| Insurance centrally managed by Budget Office or SMH Finance | Immediate | No |
| Department of Homeland Security - International Services Office | Immediate | No |
| Non-employee (includes guest speakers) travel expenses (i.e., lodging and transportation) | Immediate: when reimbursing non-employee Net 30: when paid to lodging/transportation supplier | No, but F2 airfare is available for non-employees |
| Off-site utilities (phone, cable/dish, internet, power/water) | Net 5 | No |
| Patient and insurance refunds for which automation/integration does not exist | Immediate | No |
| Payment must accompany notarized/official documentation (not thank you notes or normal correspondence) | Immediate | No |
| Performers/Entertainers (including DJs) one-time payments | Net 30 | No |
| Petty Cash replenishments | Immediate | No |
| Prizes and Awards  | Immediate | No |
| Professional/club/membership dues | Immediate | Yes |
| Publication costs | Immediate | Yes |
| Referees | Immediate | No |
| Refunds/Transfers to affiliates/foundations (Gift Office, banking activities) | Immediate | N/A |
| Revenue generating contract payments | Net 30  | No |
| Royalty payments  | Immediate | No |
| Stamps | Immediate | Yes |
| Student Account refunds/aid initiated by Bursar’s office | Immediate | No |
| Study Participation/Incentive Payments | Immediate | No |
| Subscriptions | Immediate | Yes |
| Tax/Assessment payments | Immediate | No |
| Western Institutional Review Board (WIRB) | Net 30 | No |
| Wegmans (including for example gift cards to study subjects and food and beverage) | Net 30 | Yes |
| Taxi, Uber, Lyft, RTS rider tokens, Valet service for events, Ambulance (not executive car/limo services which should be on purchase order) | Net 30 | No |