**Supplier Invoice Request/F4 Payment Request Acceptable Use List**

Updated September 2019

* Below is a list of acceptable Supplier Invoice Request/Payment Request form usage.
* Please note that this is not an absolute list but a general guideline for Supplier Invoice Request/Payment Request usage.
* SIR/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 SIR/F4 form and explaining in the Business Purpose that immediate payment is needed to hold a reservation.
* Please utilize the [Buying and Paying Guide](https://www.rochester.edu/adminfinance/urprocurement/resources-support-training/resources/reference-guides/) to determine preferred purchasing methods and information if you do not see your use listed below.
* Similar to capital items, it is expected that all independent contractors be engaged/paid via **requisition/purchase order**.

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| **Activity** | **Recommended Spend Category** (other SCs may be appropriate) | **Payment Terms** | **Acceptable on Pcard?** |
| Audio Visual Services  Also see Performers (artistic)/Entertainers (including DJs) one-time payments  Note: Many photographers are independent contractors and should be engaged/paid via **requisition/purchase order**. | \*Entertainment (SC49500)  \*Outside Services Other (SC47400) | Net 30 | Yes, one-time service |
| Conference/Seminar registration | Conference Registration Fees Outside UR (SC49550)  Seminars (SC49720)  Conference UR Sponsored (SC49600) | Immediate | Yes |
| Credit cards managed with Central Administration: UR has very limited/restricted card programs (e.g., F2 advances, athletics) for which UR directly pays |  | Immediate | No |
| Event Reservations/Deposits | Events (SC49650)  \*Entertainment (SC49500) | Net 30 | Yes |
| Flowers for business events/activities only (Birthdays, funerals, engagements, weddings, birth, etc. are personal events) | Events (SC49650)  Supplies Other (SC61200) | Net 30 | Yes |
| Food and Beverage | Supplies Dietary Food and Beverage (SC59000) | Net 30 | Yes, on-site business meals |
| **Activity** | **Recommended Spend Category** (other SCs may be appropriate) | **Payment Terms** | **Acceptable on Pcard?** |
| Honoraria/Guest Speaker  Note that it is expected that all independent contractors are engaged/paid via **requisition/purchase order**. | \*Honoraria (SC47000) | Immediate | No |
| Insurance centrally managed by Budget Office or SMH Finance | There are multiple “insurance” spend categories available | Immediate | No |
| Department of Homeland Security - International Services Office | Administrative Fees (SC53700) ***This is the only SC that should be used for this payee.*** | Immediate | No |
| Non-employee travel expenses including guest speakers (i.e., lodging and transportation) | Recruitment Travel (SC49700)  Travel Domestic (SC49750)  Travel Foreign (SC49800)  Payment terms are Net 30 when paid to lodging/transportation supplier.  Payment terms are Immediate when reimbursing the non-employee. | See terms info on left | No  F2 airfare is available for non-employees |
| Off-site utilities (phone, cable/dish, internet, power/water) | There are multiple “utilities” and “telecommunications” spend categories available | Net 5 | No |
| Patient and insurance refunds for which automation/integration does not exist | Receivables Patient Accounts Refunds (SC62010)  Insurance Refunds (SC47125) | Immediate | No |
| Payment must accompany notarized/official documentation (not thank you notes or normal correspondence) |  | Immediate | No |
| Performers (artistic)/Entertainers (including DJs) one-time payments  Note that it is expected that all independent contractors are engaged/paid via **requisition/purchase order**. | \*Performance Payments (SC47025)  \*Entertainment (SC49500) | Net 30 | No |
| Permits, certifications, registrations: elevators, fire extinguishers, site usage e.g., payable to City of Rochester; sport equipment registration/certification | Administrative Fees (SC53700) | Immediate | Yes if no services performed |
| Petty Cash replenishments payable to (petty cash custodian’s name) Petty Cash |  | Immediate | No |
| Prizes and Awards | \*Prizes and Awards (SC47650) | Immediate | No |
| **Activity** | **Recommended Spend Category** (other SCs may be appropriate) | **Payment Terms** | **Acceptable on Pcard?** |
| Professional/club/membership dues | Membership Dues Individual (SC47950)  Membership Dues Institutional (SC48000)  Membership Dues Other (SC48050) | Immediate | Yes |
| Publication costs | Publications (SC48755) | Immediate | Yes |
| Referees and umpires | \*Outside Services Other (SC47400) | Immediate | No |
| Refunds/Transfers to affiliates/foundations (Gift Office, banking activities) |  | Immediate | N/A |
| Revenue generating contract payments |  | Net 30 | No |
| Ride hailing/sharing services:  Single trip and round trip rides: Taxi, Uber, Lyft, RTS rider passes.  Note the following should be on **requisition/purchase order**: Ambulance rides/services; group, executive car/limo and valet services | Travel Domestic (SC49750) |  | No |
| Royalty payments | \*Royalty Expense (SC48900) | Immediate | No |
| Stamps | Mail Delivery Services (SC48550) | Immediate | Yes |
| Student Account refunds/aid initiated by Bursar’s office | Receivables Refunds (SC62020) | Immediate | No |
| Study Participation/Incentive Payments | \*Human Subjects Inpatient Service Charges (SC48400)  \*Human Subjects Other (SC48450)  \*Human Subjects Outpatient Service Charges (SC48500) | Immediate | No |
| Subscriptions | Publications (SC48755) | Immediate | Yes |
| Tax/Assessment payments | There are multiple “assessment and taxes” spend categories available | Immediate | No |
| Western Institutional Review Board (WIRB) | \*IRB/WIRB/RSRB Fees (SC48525) | Net 30 | No |
| Wegmans (including for example gift cards to study subjects and food and beverage) | Supplies Dietary Food and Beverage (SC59000) | Net 30 | Yes |

\*Denotes spend category utilized for 1099-MISC/1042-S tax reporting. If needed, contact [AccountsPayable@finance.rochester.edu](mailto:AccountsPayable@finance.rochester.edu) for more information about acceptable spend categories.