

## Radford University Payment Method Guidelines

The following identifies transactions that do not require an eVA Purchase Requisition and may be paid by the means as described below:

Transaction Type	Payment Method/Form Required	Additional Information
Business Meals (travel and non-travel)	Chrome River Expense Report (if paid by employee) SPCC: Payment Certification Form (if paid on SPCC)	Chrome River Preapproval is required. Must comply with applicable policy: Food and Beverage Policy or University Travel Policy. SPCC transaction must follow SPCC Procedures.
Chartwells Food & Beverage	Invoice to Accounts Payable	Chrome River Preapproval is required, must comply with the Food and Beverage Policy
Conference Registrations	SPCC: Payment Certification Form (if paid on SPCC) Chrome River Expense Report (if paid by traveler) Direct Pay Form (if paying vendor directly)	Chrome River Preapproval is required. SPCC transaction must follow SPCC Procedures (Section 3.4.b)
Collection Agencies	Direct Pay Form	Bursar Office use only
Debt Service and Insurance Payments	Direct Pay Form	Controller's Office use only
Employee Personal (Non-Travel) Reimbursements (up to \$200 for goods and professional memberships)	Chrome River Expense Report	See Chapter 9 of the Procurement and Contracts Manual
Honorariums paid to nonemployees and nonstudents for appreciation of services performed and in which payment is not required	Honorarium Payment Request Form	See Honorarium Payment Request for applicability and requirements
Research Participant Payments/Incentives	Direct Pay Form	Requires approval by Controller's Office and potentially by Institutional Research Board (IRB)
Mansfield Oil Voyager Fuel Card	Mansfield Oil Fuel Log and Payment Form	See Mansfield Oil Quick Reference Guide
Payroll Manual Check Request	Direct Pay Form	Payroll use only
Travel expenses reimbursable to Traveler	Chrome River Expense Report	Chrome River Preapproval is required. Must comply with the University Travel Policy
Utility charges (electric, natural gas, water, sewer)	Invoice to Accounts Payable	Facilities Management use only

Transaction Type	Payment Method/Form Required	Additional Information
Professional organizational membership dues	SPCC: Payment Certification Form (if paid on SPCC) Accounts Payable pays from invoice and eVA PR.	Prior approval required by the appropriate means, ChromeRiver or eVA, depending on payment method selected. There are two payment options: Must follow SPCC procedures if using SPCC. Non-travel related membership dues require an eVA PR.
Petty Cash/Change Fund Request	Direct Pay Form	Must comply with Petty Cash Procedures and Funds Handling Policy
Other (RU Foundation, postage meters, Financial Aid refunds, eVA fees, Student clubs & organizations)	Direct Pay Form	Contact Accounts Payable to verify appropriate method