UNIVERSITY OF ILLINOIS SYSTEM

Financial Support/Sponsorship Payment to a Non-University Recipient

Financial support and sponsorship payments can be made to a non-University entity ("Recipient") to support initiatives that promote or advance one or more of the University's missions. The Recipient cannot be an individual and must have a Banner Vendor ID.

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information. 1) Enter a unique report title in the **Report Title** field. 2) Select the purpose **Misc Payment – Vendors, Non-Employees, and Students** from the **Purpose** menu. 3) Enter a business purpose or justification in the **Business Purpose/ Justification** field. 4) Enter the **Payee Name**, **UIN/ID**, **Vendor Invoice #/Ref#**, **Vendor Address Type** and **Vendor Address Sequence**. 5) Select an affiliation from the **Payee Affiliation** menu. **NOTE:** When a contract is required for payments under $5,000 and for all payments over $5,000, enter the executed contract number in the **Contract Number** field. Do not attach the executed contract.
3.	Click the **Continue** button.
4.	Select the **Expense Type** titled **186550-Ext Party Financial Support Pymt** from the menu.
5.	Click the **Add Expense** button.
6.	Enter information in the fields under **Standard Information**.
7.	Select a C-FOP from the **Project** menu under **Charge Code Allocation**. **NOTE:** TEM automatically assigns account code 186550 for all financial support/ sponsorship payments expense reports.
8.	Enter a note in the **Notes** field if necessary.
9.	Click the **Save** button.
10.	Attach documentation from the Recipient stating the funds will not be used to: • carry on propaganda or otherwise attempt to influence legislation • influence the outcome of any public election • carry on, directly or indirectly, any voter registration drive • conduct illegal activity For more information on how to attach documentation, review the Browse and Attach Receipts and Supporting Documentation job aid.
11.	Attach the completed and signed Financial Support/Sponsorship Payment Form.
12.	Click the **Submit** button.
13.	Read the certification information, and click **View Policy** if necessary.
14.	Click the **Continue** button.