### Miscellaneous or Temporary Vendor Payment

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Expense Report</strong> icon.</td>
</tr>
</tbody>
</table>
| 2.   | Complete the **Document Header** information.  
   1) Enter a unique report title in the **Report Title** field.  
   2) Select the **Purpose** of  
      a. **Misc Vendor – Payment for Goods**,  
      b. **Misc Payment – Vendors, Non-Employees, and Students**,  
      c. **Misc Vendor – Foreign Natl Reimbursements**,  
      d. **Temp Vendor Payments**,<sup>*</sup> or  
      e. **Temp Vendor Payments – Foreign Natl Reimbursements**.  
   **NOTE:** For all Vendor Payments, only one invoice/receipt may be attached per Expense Report.  
   3) For checks required to be picked up in Cashiering, choose your specific campus from the **Special Handling** drop down menu.  
   **NOTE:** If you will be using a State Fund CFOP, select **Pick up State Funded Check** from the drop down menu and Payables will route the check to the appropriate Cashiering Office for you.  
   4) Enter a detailed business purpose in the **Business Purpose/Justification** field.  
   Explain the reason for the expense and the benefit to the University. Review the [Providing a Detailed Business Purpose/Justification](#) job aid for more information.  
   5) Enter information in these required fields for 2) a., b., and c. (Misc purposes).  
      a. **Payee Name**  
      b. **UIN/ID**  
      c. **Vendor Invoice #/Ref#**  
      d. **Contract #** (if applicable)  
      e. **Vendor Address Type**  
      f. **Vendor Address Sequence**  
   Review the [Banner Vendor ID and Address Query](#) job aid for more information.  
   6) Enter information in these required fields for 2) d. and e. (Temp purposes).  
      a. **Payee Name**  
      b. **Vendor Invoice #/Ref#**  
      c. **Temp Vendor Address**  
      d. **Temp Vendor City**  
      e. **Temp Vendor State**  
      f. **Temp Vendor Zip**  
      g. **Vendor Address Seq**  
   7) Select an affiliation (e.g., Vendor) from the **Affiliation** menu. |
| 3.   | Click the **Continue** button. |
| 4.   | Select an **Expense Type** from the menu. |
| 5.   | Click the **Add Expense** button. |
| 6.   | Enter information in the fields under **Standard Information**. |
| 7.   | Select a CFOP from the **Project** menu under **Charge Code Allocations**. |
### Step | Task
--- | ---
8. | Enter a note in the **Notes** field if necessary.  
**Example:** If a check has to be picked up, provide a business reason for pickup with the name and 10-digit telephone number of the person to contact when the check is available.
9. | Click the **Save** button.
10. | Repeat steps 4 through 9 to add additional **Expense Types**.
11. | Attach any receipts if necessary. For more information on how to attach receipts, review the [Browse and Attach Receipts and Supporting Documentation](#) job aid.  
**NOTE:** For Vendor Payments, attach only one invoice/receipt per Expense Report.
12. | Click the **Submit** button.
13. | Read the certification information, and click **View Policy** if necessary.
14. | Click the **Continue** button.

**Additional information:**
- The process of submitting a request for travel, employee and miscellaneous reimbursement, or non-purchase order payments to vendors is the same — start by creating an Expense Report.
- The Expense Report (ER) number (e.g., ER001234) can be referenced in FOATEXT within Banner.
- **Business Purpose/Justification** is the who, what, when, where, and why of the request.
- **Payee Affiliation** designates the person being paid and/or their relationship to the University.
- **Dates** are the “date of purchase,” unless otherwise stated.
- A project (C-FOP), other than the default, can be searched or selected at any time.
- **Traveler, Creator, and Reviewer/Approver** will receive alert email notifications based on their status.
- **Vendor Payment Expense Reports** with multiple invoices/receipts attached will be rejected back to the submitter for correction.

*The [Temp Vendor Payments](#) purposes can only be used for payments meeting the following criteria:
- Refunds of any kind
- Non-employee reimbursements
- Payments to human subjects totaling less than $200.00 in a calendar year