Disbursement Request

I. Purpose
To provide guidance for processing unusual types of disbursements not related to the procurement of goods and services, reimbursement of expenditures, or refunds; or when disbursement by Payment Request Document (PRD) is not appropriate due to unusual circumstance.

II. Policy
A. Generally, University departments must use the Payment Request Document (PRD) to initiate disbursements in settlement of valid claims for goods and services and other assessments incurred under delegated purchasing authority.
B. Exceptions to the PRD process are limited to the payment types listed in Section III below and are subject to final approval by University Financial Services.
C. University Financial Services will charge fees assessed by the bank for processing a payment by wire transfer to the originating department. Note that bank fees to process ACH transfers are minimal and will not be passed along to other units.

III. Authorized Exceptions
A. Disbursements charged to agency cost centers
These disbursements do not constitute University business, they are subject to different guidelines and the University’s workflow approval process is not applicable. See E-17-14, Agency Funds for additional policies and procedures related to agency cost centers.
B. Bank transfers
Purchasing transactions occasionally require the University to make the settlement payments by bank transfer, either ACH or wire transfer.

IV. Procedure
A. Initiate payment by completing a Disbursement Request (DR).
B. When a vendor requests payment by bank transfer, attach supporting documentation that clearly substantiates that requirement.
C. Submit the completed DR and related documentation to the Accounts Payable Department for audit.
D. Treasury Services will initiate a Journal Voucher to charge wire transfer fees to the cost object indicated on the DR.
E. See additional instructions on the eForms page.