

Disbursement Request

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.