

APPENDIX (revised 10/2015) SINGLE PAYMENT SUPPLIER PAYMENTS TYPES ALLOWED

The Single Payment Supplier may NOT be used for any of the following type of payments:

- a. University Employees (**except** for human subject payments as indicated below)
- b. University Students (**except** for human subject payments; prizes and miscellaneous expense reimbursements \$100.00 or less. Must use supplier code SPVSTUDENT for prizes and reimbursements)
- c. Supplier is already set up
- d. Requires a Purchase Order or Contract
- e. Professional Service Providers (*except as indicated on the SPV grid*)
- f. Foreign Address, foreign national, 1042S or Military PO Boxes
- g. Royalty payments
- h. Assets
- i. Expenses relating to family members of University employees

Payments Allowed Using Single Payment Supplier (SPV) Numbers		
Type	Payment Amounts	Required documentation
Students – prizes, miscellaneous reimbursement of business expenses Must use supplier # SPVSTUDENT	Less than or equal to \$100.00 per payment	Supporting documentation must be in ImageNow.
Human Subject (<i>including students and employees, using Cluster specific SPV#</i>)	Use SPV for multiple payments aggregating less than \$600 annually (calendar year). - Set up supplier number if \$600.00 or greater, annually.	Supporting documents on file in department. Check request form in ImageNow.
Payments for all professional services, including honorariums, participant payments, award or prize	Use SPV for multiple payments aggregating less than \$600 annually (calendar year). - Set up supplier number if \$600.00 or greater, annually.	Supporting documents must be in ImageNow.
Expense and Travel Reimbursements (ONLY) to professional services providers, non-employees and volunteers	Less than or equal to \$20,000 per payment	Must be fully substantiated with receipts from a third party. Travel expenses incurred must be within the parameters established for employee travel (see policy regarding traveling on University business). Must be for reimbursement of substantiated expenses only. All documentation must be in ImageNow.
Refunds	Less than or equal to \$5,000 per payment	Check request form and other support documentation must be in ImageNow.
Travel Expenses for recruiting/Interview/Prospective Students, Volunteers	Less than or equal to \$5,000 per payment	Must be fully substantiated with receipts from a third party and must be within the parameters used for employee travel expenses (see policy regarding traveling on University business). Must be for reimbursement of substantiated expenses only. All documentation must be in ImageNow.
Reimbursements to conference attendees – non-employees	Less than or equal to \$5,000 per payment	Must be fully substantiated with receipts from a third party and must be within the parameters used for employee travel expenses (see policy regarding traveling on University business). Must be for reimbursement of substantiated expenses only. All documentation must be in ImageNow.
Moving expenses for an employee with a future hire date. Must be paid to the individual. Payments to third party must be paid using a regular supplier number.	Less than or equal to \$5,000 per payment	Must be fully substantiated with receipts from a third party and must be within the parameters established for moving expenses as set forth in the employee relocation policy. Must be for reimbursement of substantiated expenses only. All documentation must be in ImageNow.

**Departments must contact Disbursement Services for any exceptions to the above via emails to: bellx053@umn.edu. Include payee name, amount, reason for exception.