Purpose

The purpose of this operating procedure is to establish procedures for the College of Arts & Sciences Integrated Business Units (IBUs) regarding Payment Request Document (PRD) in accordance with BPM B-3-2 and BPM B-3-2-2.

Definitions

- **Waggle**: College of Arts & Sciences’ internal ordering system; web-based and is located on A&S IBU website found [here](#). Only Arts and Sciences staff have access to this system and it requires the employee’s linkblue ID and password to access. Each request creates a “story” that the end user is associated with and will receive emails as the story is updated by the IBU, Department Managers, or other A&S staff.

- **Requestor**: The end user who submits the request for financial documents through either email, in person, or through Waggle.

- **PRD**: Financial document used for categories identified [here](#) when approved sources will not accept the University of Kentucky Procurement Card or when the transaction is not authorized on the procurement card or with a Purchase Order.

- **IBU**: Integrated Business Unit, owner of all financial functions.

- **DM**: Department Managers, owner of all academic and department functions

- **Resource Email**: Emails for each IBU ([scienceibu@uky.edu](mailto:scienceibu@uky.edu) [potfinance@uky.edu](mailto:potfinance@uky.edu) [kasfinance@uky.edu](mailto:kasfinance@uky.edu) [aspayroll@uky.edu](mailto:aspayroll@uky.edu) [ASGrants@uky.edu](mailto:ASGrants@uky.edu))

Policy

**Department/Unit Responsibility:**

The Department Manager, and/or faculty/staff designee should communicate through Waggle, email, or in person after a need is requested by faculty, students, or staff. The request needs to include the vendor, item number, item description, funding source (cost center or grant number), business purpose, and date item is needed.

**IBU Responsibility:**

Once a request is received in the IBU, the Financial Coordinator will assign the order to the appropriate IBU Financial Personnel. Any requests received by specific IBU established deadline will be processed that day unless there are mitigating circumstances (i.e. budget revision required on grants, quote from contracted vendor required, etc.). The IBU is responsible for procuring the goods/services via the appropriate procurement method as required in BPM B-3-2.
Procedure:

1. The IBU Financial Personnel will determine how payment will be made at the time of purchase or services requested via a Waggle or order requisition. If a SRM cart or procurement card is not applicable, a PRD will be used. For assistance, see the Purchasing/AP Quick Reference Guide.

2. The vendor must be in the UK Vendor Database before a payment can be made.
   a. Using SAP transaction MK03, search for vendor number in the database, ensuring the correct address is being utilized.
   b. If the vendor is not in the database, contact vendor to complete a W-9 or Vendor Application and submit the completed form to Jody Reed in Purchasing.

3. The IBU Financial Personnel will obtain funding approval from appropriate IBU staff.

4. Log the PRD into the appropriate department’s control log on the PRD tab (or the PRD-Research Subject tab).

5. Log the PRD into the appropriate account spreadsheet.

6. IBU Financial Personnel will prepare the PRD by assigning a cost center or grant account, the GL and an internal note to state the business purpose. Attach the invoice or backup documentation.

7. Click on the Payment Method Supplement button for options such as when an enclosure or an original is needed with the payment.

8. Check the PRD for errors; PRD is submitted, and it is routed electronically through SAP for all required approvals.

9. Print PRD and attach all supporting documentation (waggle ticket, requisition form, etc) and file it in the central cart, waiting for PRD to be paid by Accounts Payable.

10. Utilizing SAP transaction FK10N, verify payment has been made to vendor.


12. File PRD documentation in appropriate account folder by fiscal year/month.

Resources:

B-1 (Authority and Governing Regulations)

B-2 (General Purchasing and Contracting Authority)

B-3 General Policies on How to Procure Supplies, Equipment and Services

B-3-1 Use of Existing Contracts

B-3-2 Delegated Procurement Policy for Departments

B-3-2-2 Payment Request Document

E-7 Disbursements

E-9-1 Compensation to Research Subjects or Survey Participants

Purchasing PRD Items

Purchasing/AP Quick Reference Guide