FLORIDA ATLANTIC UNIVERSITY

PROCUREMENT: MISCELLANEOUS PAYMENT REQUESTS

Manual

Florida Atlantic University
Division of Financial Affairs
Procurement

Table of Contents

Operating Procedures..... 1

Miscellaneous Payment Request:..... 1

Operating Procedures

Operating Procedures		
FLORIDA ATLANTIC UNIVERSITY	Title:	Procurement: Miscellaneous Payment Requests
	Purpose:	To define the University's approach to handling Miscellaneous Payment Requests within Procurement.
	Effective Date:	February 12, 2025
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Table 1 Operation Procedures for Miscellaneous Payment Requests.

Purpose: To define the University's approach to handling Miscellaneous Payment Requests within Procurement. This includes how to submit a request on Workday.

Miscellaneous Payment Request:

Workday 'Create Request' task, select the option entitled **"Miscellaneous Payment Request"**.

This request form is to be used exclusively for **one-time, non-employee transactions that are primarily low dollar and settled via check.** This process is not in place of any of our current Procurement business documents and is not to be used with Suppliers already registered in Workday. It is meant to augment current processes for our end user community when a new, non-employee individual or entity needs to receive a one-time payment.

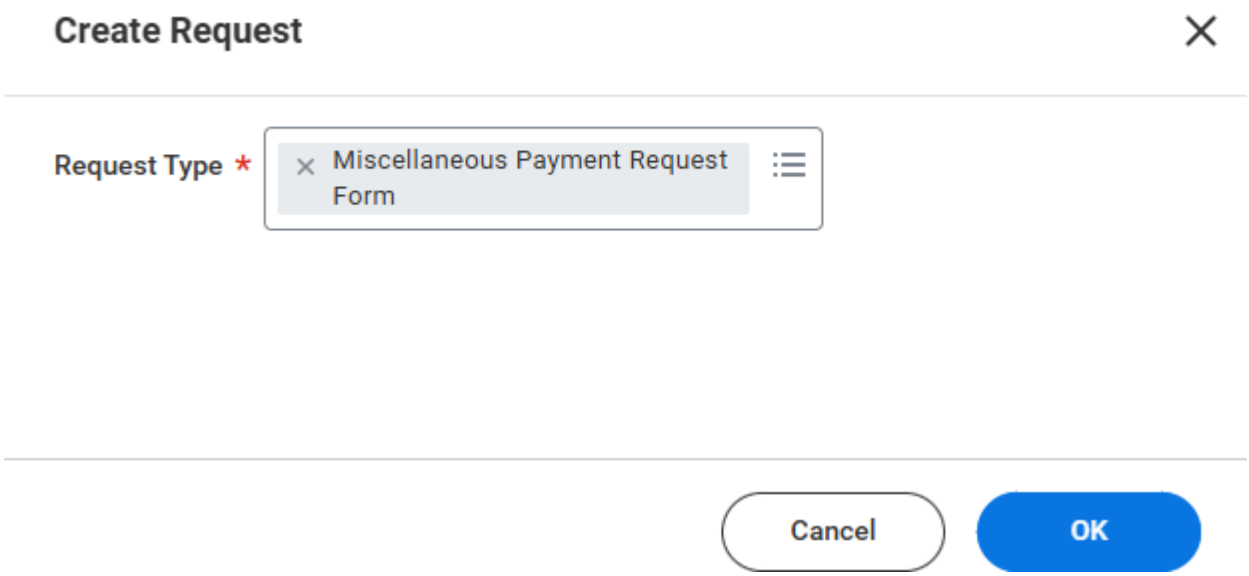


Figure 1 Select "Miscellaneous Payment Request Form" as the Request Type on Workday.

This form can be completed online and is ideally used for low dollar, one-time payments for the following types of transactions (or similar):

- Refunds
- Honorarium
- Parent Plus Loan
- Stipend
- Awards/Prizes
- Non-employee expense reimbursement (student, candidate, speaker, visiting faculty, etc.).

Miscellaneous Payment Requests use the Workday business process that is currently utilized for Supplier Invoice – it will route for budget check and to the cost center manager for approval. Back-up documentation may include e-mail, invoice, receipt, letter, contract agreement, independent contractor form, W-9, memo and/or other.

Workday @ Job Aid for Miscellaneous Payment Request

FAU Contract Templates and Addendums are available from the Office of General Counsel Procurement forms website @ https://www.fau.edu/generalcounsel/procurement/

For an in-person contact, our staff directory is available @ https://www.fau.edu/procurement/contact/

FAQ's @ https://www.fau.edu/procurement/files/faq-payables.pdf