

**BAYLOR UNIVERSITY BUSINESS SERVICES
PAYMENT REQUEST REQUISITION (NON-PURCHASE ORDER)**

Payment Request definition: Used to request payments for specific categories where a contract or purchase order is not required or appropriate according to Baylor's Purchasing Policy.

Non-PO Payment Request Types	Procurement Category	Definition	Required Documentation	Additional Information
Article Processing Fees	Article Processing Fees	Also known as a publication fee or submission fee, a fee charged to authors to publish work.	<ul style="list-style-type: none"> • Invoice 	Reference to the department or individual receiving the publication
Cash Awards (Guests Only)	Cash Awards and Prizes	Used to make payments to individuals only given in recognition of an accomplishment, achievement or as the result of participation in a contest of skill. (e.g. winning a judged competition)	<ul style="list-style-type: none"> • Documentation referencing the purpose of the award 	<ul style="list-style-type: none"> • Cash awards to employees should be administered through Human Resources • Cash gifts to students should be administered through Financial Aid
Conference Registration	Conference Registration Fees	Fees paid to register, enroll or sign up for a conference, seminar, webinar or continuing education course related to a professional certification or license.	<ul style="list-style-type: none"> • Invoice or documentation referencing event information (e.g. dates, location, etc.) • Person(s) attending • Business purpose 	Purchasing card is the preferred payment method
Guest Fellowships (Non-Baylor Students)	Guest Fellowships	Used to pay individuals only. An amount paid to or allowed for the benefit of an individual to aid in the pursuit of that individual's own study or research. Fellowships can help fund independent travel, research and teaching as well as supplemental payments for research expenses. No service is expected in return for a fellowship.	<ul style="list-style-type: none"> • Documentation regarding the fellowship • Dates • Business purpose • Payee name 	
Incentive/ Research Participant Payment	Research Participant Payments	Used to pay individuals only as an incentive to encourage individuals to participate in research studies. Payments represent a predetermined amount offered to offset the time, effort, inconvenience, and other expenses that may be incurred by participants in a research study.	<ul style="list-style-type: none"> • Signed research participant form 	<ul style="list-style-type: none"> • See Research Participant Payment Policy for additional requirements
Honorarium – Performing Artist <\$2,500	Honorarium – Performing Artist	An honorarium is provided as a token of appreciation to a performing artist for participation in an activity or event in which no fee is legally required.	<ul style="list-style-type: none"> • Documentation referencing event (e.g. dates, location, etc) 	<ul style="list-style-type: none"> • Performing artists with a contract require a purchase order
Honorarium – Speaker/Lecture <\$2,500	Honorarium – Speakers & Lecturers	An honorarium is provided as a token of appreciation to a speaker or guest lecturer for participation in an activity or event in which no fee is legally required.	<ul style="list-style-type: none"> • Documentation referencing event (e.g. dates, location, etc) 	<ul style="list-style-type: none"> • Speakers/lecturers with a contract or represented by an agency require a purchase order
License Fees & Permits	Permits, Licenses and Fees	Costs associated with permits or licenses required for Baylor owned property. Examples include copyright fees, electronic copyright permissions, lab licensing fees, etc.	<ul style="list-style-type: none"> • Invoice or documentation referencing payee 	

Medical Services	Medical Services	Used to pay medical services for services provided off campus. To be used by Human Resources and Athletics only.	<ul style="list-style-type: none"> • Invoice 	
Memberships/ Professional License	Dues & Membership	Used for professional development and training, primarily.	<ul style="list-style-type: none"> • Documentation referencing payee • License type/Name of Licensee • Membership type/Name of Member 	<ul style="list-style-type: none"> • Issue a PO if the amount and supplier is known beforehand.
Non-Employee Travel/Expense Reimbursement	Non-Employee Expense Reimbursement	Travel reimbursements to guests.	<ul style="list-style-type: none"> • For travel paid directly to the supplier – provide an invoice referencing the traveler’s name, travel dates, location and a detail of amounts due • For reimbursements – expense receipts should be provided per the travel policy 	<ul style="list-style-type: none"> • See Travel and Entertainment Policy for additional information.
Refunds	Refunds for Cancellations	Funds paid back to a customer for over-invoicing or return of goods. (e.g. cancelation of an event, deposits for venue rentals, etc). Does not include Baylor student account refunds.	<ul style="list-style-type: none"> • Documentation referencing payee and reason for refund • Support referencing receipt of original payment 	<ul style="list-style-type: none"> • Specific venues or events may have additional requirements
Royalties	Royalties	A royalty is a payment made by the University to the legal owner of a property, patent or copyrighted work for the right to use their intellectual or physical assets. Often based on contractual agreements, however, amounts may not be known until invoice received and accounts are reconciled.	<ul style="list-style-type: none"> • Invoice or documentation referencing payee • Documentation referencing royalty agreement • Documentation providing basis for amount 	
Sponsorships and Contributions	Sponsorships and Contributions	<ul style="list-style-type: none"> • Sponsorship: A monetary or in-kind contribution in support of a project or an event. Generally, the university receives benefit from its sponsorship in the form of advertisement in a program book, recognition at the event, and/or a specified number of tickets or a table at the event. • Contribution: A monetary or in-kind contribution to a cause or event with no expectation of recompense. 	<ul style="list-style-type: none"> • Invoice or documentation referencing payee • Type of support (e.g. contribution, sponsorship, etc.) 	<ul style="list-style-type: none"> • Contributions require approval from Baylor’s Chief of Staff
Sports Officials Fees	Sports Officials	Used to pay officials typically associated with NCAA athletic events	<ul style="list-style-type: none"> • Invoice 	
Visa Application Fees	Permits, Licenses & Fees	Used for visa related expenses, typically H1B visas	<ul style="list-style-type: none"> • Invoice or documentation referencing payee 	<ul style="list-style-type: none"> • H1B visas must be processed through OGC