HOW TO MAKE PAYMENTS

Note: The use of payment forms should not be considered a method to avoid the University's Purchasing policies. If Purchasing's approval is required before the purchase, you should create the order in

Type of Payment	Was the order originally placed in CrimsonCorner?	What the Department Should Do to Pay:	What FS Will Do:
Goods & services--direct payment to a supplier	yes, using a catalog supplier accepting the ghost card (Dell, VWR, Staples)	Nothing--payment will be made automatically by ghost card.	Distribute the charges based on the original PO.
Goods & services--direct payment to a supplier	yes, using a catalog supplier NOT accepting the ghost card (all catalogs EXCEPT Dell, VWR, Staples)	Enter a quantity receipt in CrimsonCorner; forward the invoice to FS for entry. Do NOT attach the invoice to the PO.	Audit, code, enter, and pay the invoice in CrimsonCorner against the PO.
Goods & services--direct payment to a supplier	yes, using a Multi-Purpose Form	Enter a quantity receipt in CrimsonCorner; forward the invoice to FS for entry. Do NOT attach the invoice to the PO.	Audit, code, enter, and pay the invoice in CrimsonCorner against the PO.
Goods & services--direct payment to a supplier	yes, using a Standing Order form	Enter a cost receipt in CrimsonCorner; forward the invoice to FS for entry. Do NOT attach the invoice to the PO.	Audit, code, enter, and pay the invoice in CrimsonCorner against the PO.
Goods & services--direct payment to a supplier	yes, using an enabled supplier accepting the ghost card (Dell, VWR, Staples), but on an Unusual: Non-Catalog purchases form	Enter a quantity receipt in CrimsonCorner; forward the invoice to FS for entry. Do NOT attach the invoice to the PO.	Audit, code, enter, and pay the invoice in CrimsonCorner against the PO.
Credit memos--associated with a CC order paid in prior FY	yes	Send the credit memo with PO number, department, and account coding to FS.	Audit, code, enter, and pay the credit memo directly in PeopleSoft financials.
Credit memos--associated with a CC order paid in this FY	yes	Send the credit memo with PO number, department, and account coding to FS.	Audit, code, enter, and pay the credit in CrimsonCorner against the PO.
Credit memos--not associated with a CC order	no	Send the credit memo with department and account coding to FS.	Audit, code, enter, and pay the credit memo directly in PeopleSoft financials.
Athletic meal checks	no	Send the signed invoice/payment list with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Benefits providers	no	Complete the Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Change funds	no	Send the signed change fund request to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Conference registrations	no	Preferred method--pay via departmental Pcard. If this is not possible, complete a Payment Request Form in CrimsonCorner.	If on a departmental Pcard, distribute the charges. If on a Payment Request form, audit, code and pay the invoice in CrimsonCorner.
Construction contractors	no	Complete the Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Direct payment of cell phone, internet, cable, phone, data fees	no	Preferred method--pay via departmental Pcard. If this is not possible, complete a Phone/Data Internet Payment Request Form in CrimsonCorner.	If on a departmental Pcard, distribute the charges. If on a Phone/Data/Internet Payment Request form, audit, code and pay the invoice in CrimsonCorner.
Domestic wire payments	no	Send the signed invoice with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Emergency income assignments	no	HR only--Complete the Emergency Income Assignment Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
External Billings	no	n/a	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
FedEx/UPS	no	Pay via departmental Pcard.	Distribute the charges.
Food & beverage (direct pay)	no	Complete the Food & Beverage Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Foreign currency payments	no	Send the signed invoice with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.

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Foreign independent contractors	no	Send the signed invoice with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Foreign wire payments	no	Send the signed invoice with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Garnishments	no	HR only--Complete the Garnishment Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Independent contractors (not foreign)	no	Complete the Independent Contractor Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Internal Billings	no	n/a	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Legal Settlements	no	Send the signed documentation to FS with departmental coding.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Licenses/certificates	no	Complete the Licenses/Certification Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Lodging (direct pay)	no	Complete the Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Memberships	no	Complete the Membership Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Moving Expenses (reimbursements to individuals)	no	Send the signed documentation to FS with departmental coding.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Original establishment of petty cash funds	no	Send the signed petty cash request to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Participants	no	Complete the Participant Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Payment to a supplier for goods & services (not covered in another category)	no	Complete a Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Payments for IBC activities	no	Send the signed documentation to FS with departmental coding.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Postage	no	Complete the Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Purchase that requires a credit card	no	Pay via departmental Pcard.	Distribute the charges.
Refunds (not reimbursements)	no	Send the signed refund request with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Reimbursement to an individual (other than petty cash, moving expenses, travel, cell phone, internet, cable, phone, data fees, food & beverage)	no	Complete a Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Reimbursement to an individual--cell phone, internet, cable, phone, data fees	no	Complete a Phone/Data/Internet Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Reimbursement to an individual--food & beverage	no	Complete a Food & Beverage Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Reimbursement to an individual--travel	no	Send the signed travel claim with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the travel claim directly in PeopleSoft financials.
Reimbursements to an individual--petty cash funds	no	Send the signed invoice/payment list with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.

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Royalties--other than quarterly payment for OU Press	no	Complete a Royalty Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Royalties--quarterly payment for OU Press	no	Send the signed invoice/payment list with departmental coding and all supporting documentation to FS.	Audit, code, enter, and pay the invoice(s) directly in PeopleSoft financials.
Sales tax	no	Complete the Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner. Payment will be sent as a wire to OTC.
Student awards (non-scholarship)	no	Complete the Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.
Subscriptions	no	Complete the Subscription Payment Request Form in CrimsonCorner.	Audit, code, and pay the invoice in CrimsonCorner.