

# AST's Guide to Requesting Payments

## Decision Tree



**Key Term: Payment**  
Money owed to an individual or a business for goods or services (including honoraria and invoice payments), or in requesting an advance of travel funds for University business.



Vendor/Supplier      Guest/Non-UW Employee      UW Student      UW Employee



No      Yes



No      Yes

2      Use the Accounts Payable and Purchasing Form to Make an Invoice Payment, or to Create a Purchase Order (PO) or Blanket Purchase Order (BPO)

2A      Use the Guest Payments and Reimbursements Form to Request Honorarium Payments, Payments for Services, and Research Subject Payments

3      Use the Compensation Form to Request One-Time Payments or Temporary/Additional Compensation for UW Employees

3A      Use the UW Travel and Field Advance Form to Request an Advance for UW Employees

For units in cohorts, the **Administrative Assistant 3** submits these requests on behalf of vendors/suppliers, guests, or non-UW employees.

For units in cohorts, the **HR Manager** submits these requests on behalf of UW employees.

For units in cohorts, **UW employees** submit these requests themselves.