P2I Workflow (rev. 5-2019) Information Gathering P2I Submission and Approval Payment Delivery Reconciliation Check delivers to Payee submits guest Did payee questionnaire to receive check? CASSS Department Department reconciles expense Department submits in MyFD Check delivered to P2I form Department department (if approves for funding requested) CASSS sends guest questionnaire to CASSS emails checks@uw.edu to cancel the check payee CASSS enters P2I in Tilghman approves Check is cut and CASSS reviews • Citizenship status Aribe for compliance mailed webform Address Invoice (if applicable) CASSS contacts CASSS calls dept for payee to confirm information address Yes A.P. approves (including TIN Did TIN match? matching) No