SAINT LOUIS | UNIVERSITY.

Office of the Vice President for Research
Standard Operating Procedure

External Payments for Services
#1012
Effective Date: 01/01/2019

I.   **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) execute external payments for services in Workday. This process will promote a consistent approach and understanding to ensure all external payments for services are handled the same way throughout the GO Centers.

II.   **Introduction**

An external payment for services is used when a Principal Investigator (PI) needs to pay for services or costs associated with a consultant, speaker, student REU payment, etc. These payments are processed in Workday through a Supplier Invoice Request and may need additional documentation (e.g., fully executed agreement or invoice).

III. **Procedure**

When a PI needs a service performed for a grant, s/he will talk to her/his PAS regarding the requested service. If the PAS recognizes this service will be performed outside of the University, the PAS and PI will work together to identify the appropriate entity that is to carry out the requested service. If it is a supplier/vendor that already has an SSA with SLU, then the vendor will carry out the work and invoice SLU. The PAS will then process that invoice and once approved, provide payment to the vendor through the Supplier Invoice Request task in Workday following the appropriate job aid.

If the vendor does not have an SSA with SLU, the Master Vendor Form is provided by the PAS to the vendor and asked to be completed. Once the supplier/vendor completes the form and returns it to the PAS, the PAS submits that information to eseepay@slu.edu, so that the business and finance office can establish the supplier/vendor in Workday to ensure the Supplier Invoice Request can be completed.

IV.   Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect Workday terminology and process