OFFICE OF THE CONTROLLER

General Accounting – Accounts Payable Team

Payment Request Entry and Inquiry

March 2025

UNIVERSITY OF
South Carolina

Table of Contents

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Reminders

Reimbursement Reminders

- Departments will use the **Student Reimbursement Form** for any reimbursements (non-travel) to student non-employees and send these forms to Accounts Payable using the AP Upload mailbox.

- Departments will use the **Travel and Expense** module to reimburse student employees for expenses (non-travel) related to work they do at the University.

- Please send reimbursement for Moving and Relocation to moving@mailbox.sc.edu.

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Payment Request Matrix

Payment Request Matrix

The Payment Request Matrix is a quick reference document that provides information regarding the types of items eligible to be paid using the PeopleSoft Payment Request feature.

The matrix also provides:

- dollar limits, if applicable

- account codes

- required files to be attached

- Helpful hyperlinks to various web pages

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Payment Request Type: Advances

Cash Advance

Description   To advance funds for athletic team travel per diem & study abroad participant per diem.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instruction
No dollar limit	• 10204: Cash Advance • 10205: Team Travel Advance	Yes Use the Cash Custodian Supplier Form	1. Cash Advance Form	See Cash Advance Procedures for Settlements on Controller's Office website

Note: Cash advances are not allowed for educational programs, gift cards & research participant incentives. These purchases should be made using the Program Expense Card. For more information email cards@mailbox.sc.edu.

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Payment Request Type: Reimbursements

Petty Cash

Description   Reimbursements to the Petty Cash Custodian for miscellaneous purchases made by Employees/ Students

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	Various – (See 5XXXX Account Code Series)	Yes Use the Cash Custodian Supplier Form	1. Itemized Receipts 2. Food approval memo (memo must be signed by VP level or higher) 3. Petty Cash Reconciliation Form

Note: Reimbursements should be the exception and not the norm, please use department purchasing cards when possible.

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Payment Request Type:

Individuals – Specialty Payments

Royalties

Description
Payments made by one party to another in exchange for the right to use intellectual property or physical assets for which work is typically copyrighted or patented.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 52255: Royalties*	Yes W-9 or W-8 BEN (International)	1. Royalty Agreement/Amount calculation 2. This can be department specific or use the form provided on Controller's Office website

***Note:** This includes international.

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Participants

Description   Payments made to individuals as an incentive to take part or participate in to include but not limited to, research studies, screenings, programs, and/or surveys for a means of gathering information and/or data for programs supported by the University.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instruction
No dollar limit	• 54533: Participant Incentives under $50 • 54534: Participant Incentives over $50 • 54535: Human subject incentives	Yes W-9 or W-8 BEN (International)	1. Participant Program Memo that outlines program and dates. Not participant specific, same form can be attached to all participants. 2. IRB approval must be attached to request.	For more than 10 participants, you may use the AP upload spreadsheet. It will require attachments listed here plus Upload approval form. Institutional Review Board (IRB) resources

Note: For participant payments please consider using the Program Expense Card. For more information email cards@mailbox.sc.edu.

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Stipends

Description   Payments made as one time or periodic payments as a part of scholarship or fellowship allowance granted to a student.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 54530: Fellowships on grants • 54531: Stipends for services rendered	Yes W-9 or W-8 BEN (International)	1. Stipend Form or department stipend information 2. Approved contract and agreement for scholarship or fellowship	54530 – Used for scholarships, fellowships, prizes/awards without a service component. e.g., the student receives the stipend payment for participating in training or learning but is not contributing or providing a service. Will result in a 1099-M to the student. 54531 – Used for scholarships, fellowships, prizes/awards with a service component. e.g., the student is assisting with research. Should occur in rare instances. Will result in a 1099-N.

Note: Sponsors do not allow students to be employees. Please review our Student Payment Method Decision Tree for additional guidance on stipends and other student payments.

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Honorariums

Description   Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 52250: Honorarium & Guest Lecturer	Yes W-9 or W-8 BEN (International)	Honorarium Form

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Honorariums International

Description   Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 52250: Honorarium & Guest Lecturer	Yes W-9 or W-8 BEN (International)	1. Honorarium Form 2. Copy of passport, I-94 admission record and corresponding visa status documents

Note: Use the Payments to Foreign Nationals Matrix and the Information on Human Resources website for International Services for Scholars for more information and resources

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Payment Request Type:

Contractual Services

Contractual Services

Description   Payments made to entities for any contractual obligation that benefits the university.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
$10,000 or less	Various See 52xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice

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Legal Payments

Description Payments for legal services must first be approved by the legal department.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 52072: Contractual Services - Legal	Yes W-9 or W-8 BEN (International)	1. Invoice	Approval by Legal department required prior to submitting payment request

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Annual Maintenance Renewals

Description   Payments made to a supplier for annual maintenance renewals - software, hardware. **This is a one-time annual payment.**

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
$10,000 or less	• 52046: Info Tech Hardware/ Software Maintenance	Yes W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice

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Study Abroad

Description Payments made to entities providing accommodations for study aboard purposes.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 52092: Global/Domestic Classroom Studies	Yes W-9 or W-8 BEN (International)	1. Invoice or Study Abroad agreement 2. Program Leader Expense Form (PLEF) 3. OANDA conversion for each receipt if invoice/receipt is in foreign currency. Use date of receipt for conversion.	ACAF 2.10 Financial Arrangements for Faculty/Staff- Led Overseas Programs

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Payment Request Type:

Supplies

Supplies

Description   Payments made to entities for any supplies (lab, office, maintenance, research, computer supplies, gases - H20, etc.)

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
$10,000 or less	Various See 53xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice	For payments under $5,000, use Procurement Card

Note: These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.

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Payment Request Type:

Dues and Fees

Note: These payment types require the use of the P-Card , if allowed.
If the P-Card is not allowed, then submit a Payment Request.

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Subscriptions (Non-Library)

Description   Payments made to subscribe to either print or web publications.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 54114: Subscriptions (non-library)	Yes W-9 or W-8 BEN (International)	1. Invoice or Subscription Renewal

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Membership Dues

Description   Payments made to organizations for individual or department/University memberships to organizations that benefit the University.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 54111: Membership Dues	Yes W-9 or W-8 BEN (International)	1. Invoice or subscription renewal 2. Membership justification memo	Membership justification memo with explanation membership is reasonable, justifiable, and necessary to benefit the University and not just the Individual

Note: These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.

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Licenses and Fees

Description   Payments made to organizations for individual or department/University for licenses or fees that benefit the University

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 54110: Licenses & fees	Yes W-9 or W-8 BEN (International)	1. Invoice or Licensing registration form 2. Justification memo

Note: These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.

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Registration Fees

Description   Payments made to organizations for individual or department/University for attendance at conferences/meetings that benefit the University.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 54112: Registration Fees	Yes W-9 or W-8 BEN (International)	1. Invoice or Registration Form	Please note that registration can be paid directly to the supplier prior to the event. However, if registration is being reimbursed, the reimbursement does not occur until after the event has happened.

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Sponsorship Fees

Description   Payments made to organizations for individual or department/University for assisting with conferences/meetings that benefit the University.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 5411: Sponsorship Fees	Yes W-9 or W-8 BEN (International)	1. Invoice or Sponsorship Form	Use this account for any donations or sponsorships made to outside entities.

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Dept of Homeland Security

Description   Payments made to DHS on behalf of incoming faculty.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 54002: Visa application fees	Yes W-9 or W-8 BEN (International)	1. DHS GS-1055 Fee Schedule excerpt (fee verification document) provided by HR-OIS to the unit 2. Justification memo	Memo for justification for DHS application fees (template provided by HR-OIS to the unit)

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Payment Request Type:

Fixed Charges/Rental

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Insurance

Description   Payments made to entities for purchase of insurance to benefit the university (personal property, vehicle, student, etc.).

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 54100: Insurance	Yes W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice

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Rentals

Description   Payments made to entities for one-time rentals (non-recurring). Examples are conference space, AV equipment, container rentals - gases, etc.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
$10,000 or less	Various See 54xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice

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Hotels

Description   Payments made directly to hotels on behalf of travelers conducting business on behalf of the University.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
$10,000 or less	Various See 551xx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice

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Payment Request Type:

Food/Catering

Food (not individual reimbursement)

Description   Payments to entities for food such as caterers, grocery stores, and restaurants.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
$10,000 or less	• 53005: Food Supplies	Yes W-9	1. Invoice (must be itemized) 2. Personal Consumption Memo approval	Personal Consumption memo needed and all food purchases will be routed to Purchasing for approval. Grant funds (USCSP) will be approved through workflow by GFM. Z funds are exempt from this approval. BUSA 7.05

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Payment Request Type:

Utilities

Utilities

Description   Payments made to entities for monthly utility payments to include electricity, water/sewer, and cable/satellite, telephone and cell phones.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	Various See 52xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice or monthly statement	If this is a payment to a single supplier with multiple invoices, submit as an AP Upload

Note: These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request. For Large Utility Payments for 10 or more, use AP Upload.

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Payment Request Type:

Department Specific Payments

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Bookstore

Description   Payments made to entities for the bookstores across campuses.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	• 5910: Purchase of Books for Resale	Yes W-9	1. Invoice	Attach any credits plus indicate in the comment section "credit attached, please process with invoice"

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Library

Description   Payments made to entities for the libraries across campuses for purchase of library books, subscriptions and materials.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	Various See 56xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice	Attach any credits plus indicate in the comment section "credit attached, please process with invoice"

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School of Medicine - Physicians

Description   Payments made to physicians on behalf of the school of medicine.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 52071: Contractual Services - Medical Support	Yes W-9 or W-8 BEN (International)	1. Invoice

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School of Medicine - Preceptors

Description Payments to staff that function in the role of preceptors.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	• 52071: Contractual Services - Medical Support	Yes W-9 or W-8 BEN (International)	1. Invoice

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Payment Request

Additional Payments for Payment Request:

- Continually reviewing payments to see if they could be used in the PR Module.

- If you have a payment you would like to have analyzed/reviewed for use, please send this information to AP@mailbox.sc.edu.

Current Assessment:

- Payment Request payments processing within 7-10 business days once they are in AP's approval queue.

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Payment Request

Matrix and Information required:

https://sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php

Follow the matrix and attach all necessary and required documentation.

- Be sure to attach all required documentation to ensure quick processing.

- Use the Payment Request Matrix to identify allowable payments. Reach out to the Accounts Payable department if you don't see an applicable payment type.

- If payment messages go unanswered, the request will be denied so the problems can be resolved.

How to Create a Payment Request

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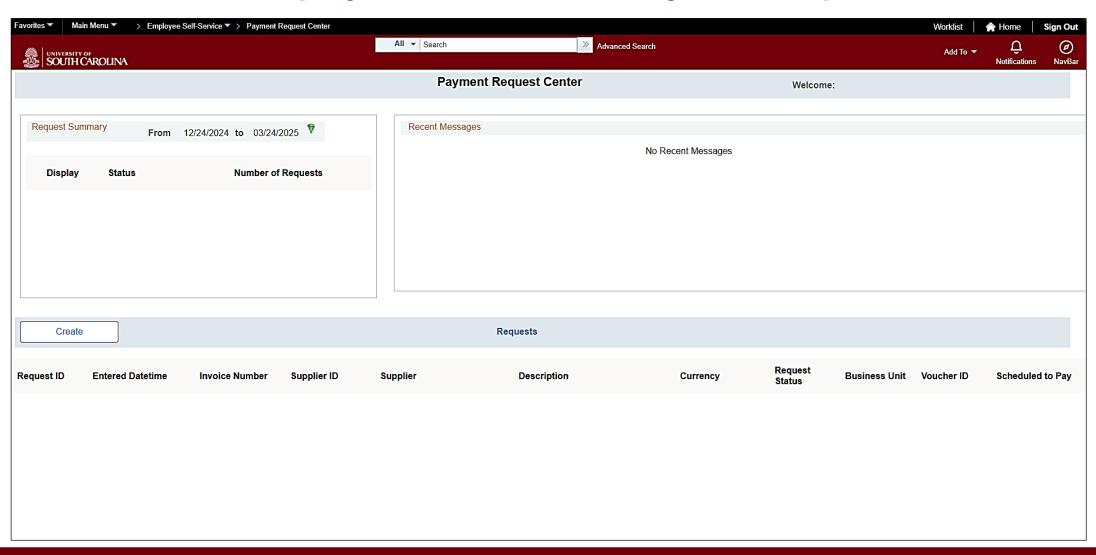**South Carolina**

Navigation

Main Menu > Employee Self-Service > Payment Request Center

Demonstration

- Create a Payment Request

Tracking the Payment Request

Track your Payment Requests using the **Payment Request Landing** page.

How to Inquire on a Payment Request

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Payment Request Inquiry

Allows inquiry of payment status by Operating Unit, Department or by User

All ▼ | Search 〉〉 | Advanced Search

Add To ▼ | 🔔 Notifications | ⊕ NavBar

UNIVERSITY OF SOUTH CAROLINA

Payment Request Inquiry

Request ID	🔍	Operating Unit	🔍	Fund Code	🔍
User ID	🔍	From Department	🔍	To Department	🔍
Request Status	▼	PC Business Unit	🔍	Project	🔍
Supplier ID	🔍	Invoice Number			
From Date	📅				
To Date	📅				

Search   Clear

Refresh

Navigation: Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry

Demonstration

- Using the Payment Request Inquiry and Chartfield Inquiry

Resources & Contacts

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Where to Find the Resources

For accounts payable resources, visit the Accounts Payable page in the General Accounting section.

UNIVERSITY OF South Carolina

SEARCH SC.EDU

Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management
- Compliance and Tax Management
- Payroll Department
- Operational Management and Reporting
- External Financial Reporting and Transparency
- Resource and Training Toolbox
  - **Business Manager**
  - Grant Administration
  - Principal Investigator
  - Policies & Procedures
  - Forms
  - Newsletters
  - PeopleSoft Finance Training Schedule
  - Listserves
  - Social Media
- Contact Us

Business Manager
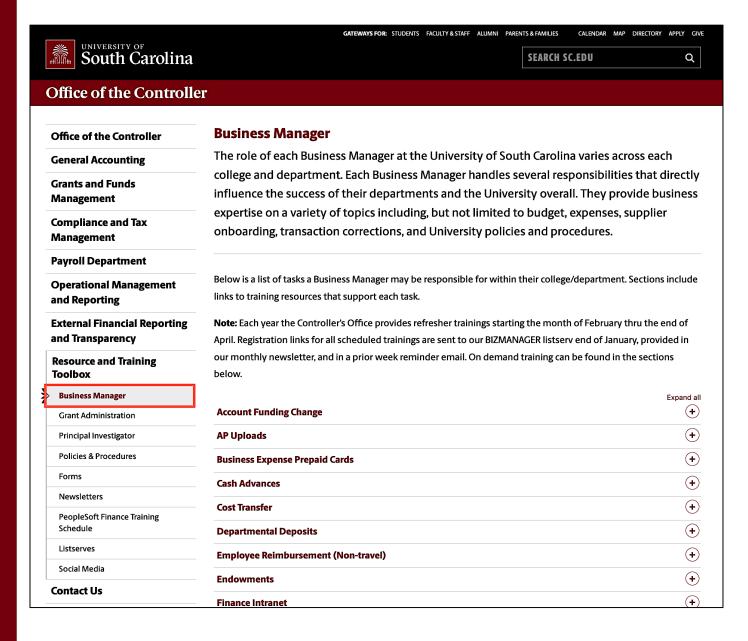
The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Expand all

Account Funding Change ⊕

AP Uploads ⊕

Business Expense Prepaid Cards ⊕

Cash Advances ⊕

Cost Transfer ⊕

Departmental Deposits ⊕

Employee Reimbursement (Non-travel) ⊕

Endowments ⊕

Finance Intranet ⊕

Where to Find the Resources

For payment request training resources, visit our Business Manager page.

UNIVERSITY OF South Carolina

Questions

Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)

Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu

UNIVERSITY OF
South Carolina

THANK YOU!

Office of the Controller

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

Alone, we can do so little; together, we can do so much.

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