

MIHIG

Payment Forms

	Paid Invoice/Receipt/Statement	Direct Pay Form	Transfer Memo	W-9	Honorarium Confirmation Form	Letter of Agreement	Requisition to Procurement	Long Contract	Personnel Action Form	Purchasing Request Form/3 Quotes	W-4	MW 507	I-9	Direct Payroll Deposit Form	Petty Cash Reimbursement Form
Reimbursements <= \$50	X														X
Reimbursements > \$50	X	X													
Account Transfers - Paid	X		X												
Account Transfers - Unpaid	X		X												
Honoraria <= \$1,500	X	X		X	X										
Honoraria > \$1,500	X			X			X	X							
Business Purchases <= \$1,500	X	X		X											
Business Purchases >= \$2,500	X			X			X	X		X					
Business Services <= \$1,500*	X	X*		X		X	X*								
Businesses Services > \$1,500	X			X			X	X							
Businesses Services >= \$2,500	X			X			X	X		X					
College Employees <= \$1,500	X					X			X		X	X	X	X	
College Employees > \$1,500	X							X	X		X	X	X	X	
Chartwells Catering**	X	X													
Students - Awards	X	X		X											

* Requisition Form required when providing transportation to students. Direct Pay Form not necessary when Requisition Form is required.

** Chartwells only accepts P-Card payments