



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: REQUEST FOR PAYMENT

Code: BB0803

Policy Reference: N/A

The MATC Request for Payment form is used for the procurement of goods and services when standard payment options (External Purchase Requisition, P-Card, PO or BPO) cannot be used.

Please note that all Requests for Payment Forms must have management approval. The attached updated fillable form must be completed and have proper GL (General Ledger) account information.

In emergency situations it may not be possible to procure necessary goods and services using standard payment options. In these limited circumstances, a purchase may be initiated directly with a vendor and subsequent payment may be authorized upon receipt of an invoice using a Request for Payment.

Requests for Payment are not to be used routinely for out-of-pocket purchases for classroom, operating and office supplies. Purchases for these items should be planned in advance and procured using the standard procurement options listed above. Faculty and staff who make out-of-pocket purchases are not guaranteed monetary reimbursement.

MATC's Request for Payment form can be located on the MATC website at: MyMATC\Departments\Finance\Forms.

Use of the Request for Payment form is acceptable for the following purchases:

- Utilities such as telephone, electric, or water bills
- City and state license renewals, fees etc.
- Travel-related conference and workshop registration fees (*see Travel and Expense procedure BB0901*)
- Travel-related cash advances for Student Life and Student Athletics (*see Travel and Expense procedure BB0901*)
- Services provided by non-employee athletic coaches/umpires/referees at MATC sporting events.
- Out-of-pocket expense reimbursement to individuals for eligible MATC emergency-related purchases (see above)



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Supporting Documentation:

Requests for Payment must include the following:

- Description of business purpose for goods or services provided.
- Date (s) of goods or services provided, proof-of-purchase, and amount paid.
- All Request for Payment Forms need documentation stating the dollar amount and why we are paying/reimbursing an individual(s).

Approval Requirements and Dollar Thresholds:

The following approval thresholds apply to all Requests for Payment:

- Under \$5,000.00 – Needs approval from the Department Budget Manager.
- Over \$5,000.00 to \$10,000.00 – Additional approval needed from Dean.
- \$10,000.00 or over – Additional approval needed from a Vice President.

NOTE – Internal control protocols require that no single person can both initiate and authorize an expense reimbursement payable to themselves.

Office of Responsibility: Finance Department
Last Reviewed: Sep-2022