



## 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 and Petty Cash) cannot be used.

Please note that all Requests for Payment will be subject to management approval.

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:

- Membership dues
- Subscription renewals
- 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
- Stipend and award payments to students
- 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: description of business purpose for goods or services provided, date (s) of goods or services provided, proof-of-purchase, and amount paid.

### **Approval Requirements and Dollar Thresholds:**

The following approval thresholds apply to all Requests for Payment:

- Under \$5,000 requires approval of departmental Budget Manager
- \$5,000 and above requires the additional approval of Dean/Division Manager
- \$10,000 and above requires the additional approval of appropriate Vice-President

Office of Responsibility: Finance Department