

Financial Assistance/Sponsorship Payment to a Non-University Recipient

Financial assistance and sponsorship payments can be made to a non-University entity (“Recipient”) to support initiatives that promote or advance one or more of the University’s missions. The Recipient cannot be an individual and must have a [Banner Vendor ID](#).

Step	Task
1.	Click the Expense Report icon.
2.	<p>Complete the Document Header information.</p> <p>1) Enter a unique report title in the Report Title field. 2) Select the purpose Misc Payment – Vendors, Non-Employees, and Students from the Purpose menu. 3) Enter a business purpose or justification in the Business Purpose/Justification field. 4) Select an affiliation from the Payee Affiliation menu.</p> <p>NOTE: When a contract is required for payments under \$5,000 and for all payments over \$5,000, enter the executed contract number in the Contract Number field. Do not attach the executed contract.</p>
3.	Click the Continue button.
4.	Select the Expense Type titled 186550-Ext Party Financial Assistance Pymt from the menu.
5.	Click the Add Expense button.
6.	Enter information in the fields under Standard Information .
7.	<p>Select a C-FOP from the Project menu under Charge Code Allocations.</p> <p>NOTE: TEM automatically assigns account code 186550 for all financial assistance/sponsorship payments expense reports.</p>
8.	Enter a note in the Notes field if necessary.
9.	Click the Save button.
10.	<p>Attach documentation from the Recipient stating the funds will not be used to:</p> <ul style="list-style-type: none"> • carry on propaganda or otherwise attempt to influence legislation • influence the outcome of any public election • carry on, directly or indirectly, any voter registration drive • conduct illegal activity <p>For more information on how to attach documentation, review the Browse and Attach Receipts and Supporting Documentation job aid.</p>
11.	Attach the completed and signed <i>Financial Assistance/Sponsorship Payment Form</i> .
12.	Click the Submit button.
13.	Read the certification information, and click View Policy if necessary.
14.	Click the Continue button.