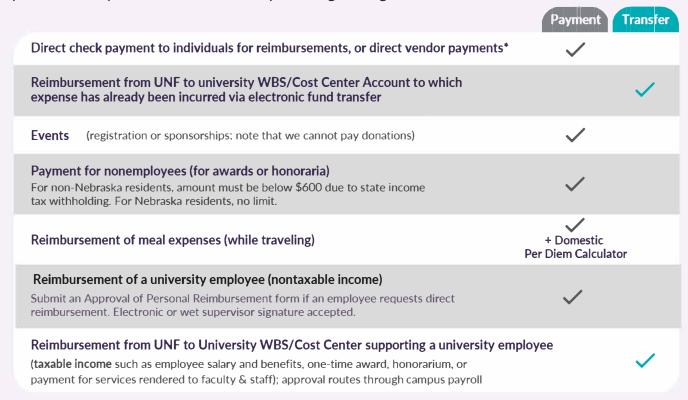


## WHICH TYPE of eREQUEST SHOULD I SUBMIT?

Most of the items below could potentially be payment and/or transfer requests depending on how the expense is initially handled. The list below provides general guidelines.



**Student scholarships and cash awards to students that need to be applied to the cost of attendance** should be processed through the campus office of financial aid and *not* processed via eRequest.

## \*Direct Vendor Payments.

- Unless otherwise prohibited by University of Nebraska policy or Nebraska law, the university shall pay its vendors directly and seek reimbursement from the appropriate foundation fund via a Transfer eRequest.
- However, if a foundation fund is used to pay a vendor directly or reimbursement of an employee via Payment eRequest, the invoice must include any required sales tax since the foundation is <u>not</u> exempt from paying sales tax.

## **FULFILLMENT.**

- **Payment eRequests.** A check is typically sent within two business days of final foundation approval directly to the payee via U.S. mail.
- **Transfer eRequests.** Transfer eRequests are batched and processed for payment on a weekly basis. Funds are transferred electronically once the batch process is complete.