

## Directions for paying People and Vendors at the University of Delaware

### PEOPLE:

When inviting a guest you intend to pay (**Can take 3 weeks**):

- Contact the Business Administrator and let him/her know
  - When your guest is coming (**At least 3 weeks in advance**)
  - How much your guest will be paid and from what source of funds
  - If your guest will need to be reimbursed for anything- flight, car rental, mileage, etc... (original receipts are needed)
  - Provide contact information for the guest (name and email address) OR provide DOMESTIC OR FOREIGN VISITOR LETTER to the guest yourself. Foreign Guest payments should be started as soon as you know you will bring a foreign guest to ensure they come in on the proper visa to be paid

### VENDOR:

When paying a vendor (**Can take over 90 days**):

- First ask if you may pay using a UD credit card. [UD prefers to do all business with the UD credit card unless it is impossible. Always as a vendor if they take credit.] If you do not have a UD credit card you can request one from the Business Administrator or see the Business Administrator to make the payment.
- If the Vendor will not accept credit card or the payment is OVER \$5,000, a vendor payment or purchase order (PO) must be done. In order to create a PO or pay the vendor, the Vendor must first be entered into our payment system, which takes up to one week after they have filled out the online UD W-9.
- To get into the payment system the university requires that the vendor fill out an online W-9 that can be found at: [https://udapps.nss.udel.edu/w9\\_vendorReg/](https://udapps.nss.udel.edu/w9_vendorReg/) This form requires that they set up a direct deposit. It takes up to one week for the vendor to be available in the system after filling out the form.

#### **Two important points:**

- UD no longer accepts paper W-9 forms.
- UD no longer cuts checks for vendors. **ALL** payments are made via direct deposit into a bank account.
- The vendor must also provide an invoice that includes the following:
  - Name of vendor
  - Services rendered
  - Date of service
  - Invoice number
  - Invoice **MUST** be billed to the University of Delaware
  - Wire transfer banking information if a wire transfer is required

Invoices that do not include all of the above information will not be accepted by Procurement, thereby delaying payment.

- There is typically a 90-day waiting period to pay a vendor so it is best to start any payments that require a means other than credit card **3 months out**. It is possible to request expedited payment if all forms have been filled out and invoices received; **however**, expedited payments are made at the discretion of the Procurement office, and the Music Department cannot guarantee them.