**Vendor Payments, Refunds, Direct Deposit:**

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**Service Payments, Wires:**

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**Employee & Non-Employee Reimbursements:**

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**Payment Options:**

- If you have a USF Purchasing Card & a vendor accepts credit cards, you can use your Pcard.
- If a vendor is signed up with direct deposit, their funds will be deposited into their bank account. If not, they will receive a check.
- If you have to pay a foreign vendor, please submit a wire into Concur.
Vendor (Company or Other Entity)

What are you paying for?

Goods
- Is there an existing Purchase Order (PO)?
  - Yes: Review the invoice amount, and if approved, send the invoice to ABS. Include your signature with an "Okay to pay" and date the goods were received. Unbilled sales tax will be accrued and charged to the department.
  - No: Proceed with payment as usual.

Services
- Is there an existing Purchase Order (PO)?
  - Yes: Review the invoice amount, and if approved, send the invoice to ABS. Include your signature with an "Okay to pay" and date the services were complete and satisfactory.
  - No: Proceed with payment as usual.

Non-Employee

What are you paying them for?

Reimbursements
- A reimbursement is an out-of-pocket expense. University policies require non-employee expenses to be submitted in Concur. Please use the following invoicing format: EXPMMDYY. The MMDDYY should be the receipt date of the oldest expense in the payment request.

Refunds
- A refund occurs after the payee has made a payment to USF directly. Please include a vendor verification letter with the invoice or payment request.

Independent Contractor Approval
- If the individual is a contractor, please upload the contractor's W-9 and a signed contract.

Where does the individual live?
- US: Please submit in Concur and mark Service Payment as your Request Type. If the individual is a vendor, please make sure to upload their W-9.
- Foreign Country: Please submit in Concur and mark Service Payment as your Request Type. If the individual is a vendor, please make sure to upload their W-8 BEN or W-8 BEN-E.

TIP: You do not need to provide a W9 for reimbursements or refunds for new payees. However, new vendors that are foreign persons or entities are subject to 30% withholding. If the payment is $1,000 or more, the payee will be subject to 7% state tax withholding.

TIP: If the individual is a contractor, please upload their W-9 and a signed contract.

TIP: Separate expenses being reimbursed to the payee in a separate payment request to avoid misreporting on payee's 1099.