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| **Type of Payments** | **WD process** | **Attachment** | **Helpful Tips** |
| Supplier Invoice | Create Supplier invoice request | Suppliers Invoice  | One invoice per request / Do not pay from Quotes, Statements, Sales order, or Confirmations. College pays net 30 from the date of the invoice.  |
| Supplier Credit Memo | Email to Dotti and Jeri for inputting | Credit invoice | Write the complete accounting information on the credit invoice. |
| Lecture Fee / U.S. Citizens | Create Supplier invoice request | Word document or Poster for Event | If check is needed for event, please submit 3 weeks before the event.Use the handling code to request the check be returned or email for pick up. For supplier invoice use Lecture and date of Lecture : **Lecture 9/21/2019** |
| Lecture Fee / International Citizen | Email Dotti with the name and email of the person receiving the fee include the date of the event and the amount of the payment**. Email Dotti for inputting.** |  Word document or Poster for Event.  | The college uses a tax software to determine if the payment can be made or if 30% needs to be withheld form the payment.  A mail will be sent to the person requesting that they complete the FNIS form which will help determine if the payment can be made or if the payment will need to be taxed.  The software will create the tax forms need for the payment |
| Travel advance | Create Spend Authorization | Itemization of expense if requesting more than $200.00 | Spends are for College employees please do not submit or approve a request for students. |
| Expense Report | Create Expense Report | Receipts, Hotel Bills, Amazon receipts, Restaurant bills, Etc. | Receipts need have itemization and proof of payment. Grants starting with GR that have alcohol need to be separated out to the Alcohol Spend Category. Use the memo field to note the business purpose and names of the guest at meals. |
| Travel Grant / Research Stipends | Create Supplier invoice request | Word Document with Student’s Name, College ID, and country where the funds will be used. | Payments to student suppliers are for Travel Grants, or Independent research. Not to be used to pay a student for work.  |
| Wire / Draft  | Send to wires\_drafts@wellesley.edu | Wire or Draft form with invoice | Forms need to be typed. Cost Center manager needs to sign the Wire & Draft form.   |
|  Candidate reimbursement | Email to Dotti and Jeri for inputting | Receipts, Memo with name, address of Candidate, and Cost Center  | Subject line: Candidate Reimbursement |
| Prizes | Create Supplier invoice request | Word Document With Students name and ID | U. S. Student with prizes totaling $600 and up will receive a 1099Misc form in January.International students will have 30% withheld from the payment. A 1042S tax form will be mailed to them within the first 2 week of March. |
| Refunds | Email to Dotti and Jeri for inputting | Word document with name and address of payee | Subject line: Refund RequestUsed to refund individuals who have made a payment for events that have been canceled. Rental of Chapel or Friends of Art classes. |

Email for Dotti dkoulali@wellesley.edu

Email for Jeri Jjohanse@wellesley.edu