

Radford University Payment Method Guidelines

The following identifies transactions that do not require an eVA Purchase Requisition and may be paid by the means as described below:

Transaction Type	Payment Method/Form Required	Additional Information
Business Meals (travel and non-travel)	Chrome River Expense Report (if paid by employee) Chrome River SPCC Reconciliation (if paid on SPCC)	Chrome River Preapproval required. Must comply with applicable policy: Food and Beverage Policy or University Travel Policy. SPCC transaction must follow SPCC Procedures.
Chartwells Food & Beverage	Invoice to Accounts Payable	Chrome River Preapproval required. Must comply with the Food and Beverage Policy. Chrome River Expense Report not necessary.
Conference Registrations, Courses, and Trainings (expenses coded 712240)	Chrome River Expense Report (if paid by traveler) Chrome River SPCC Reconciliation (if paid on SPCC) Direct Pay Form (if paying vendor directly)	Chrome River Preapproval required. SPCC transaction must follow SPCC Procedures.
Collection Agencies	Direct Pay Form	Bursar Office use only.
Debt Service and Insurance Payments	Direct Pay Form	Controller's Office use only.
Honorarium	Honorarium Payment Request Form	Paid to non-employees and non-students for appreciation of services performed and in which payment is not required. See Honorarium Payment Request for applicability and requirements.
Hotels (non-contract direct bills)	Invoice to Accounts Payable	Chrome River Preapproval required. Applies primarily to local lodging for candidates and guests. Direct bills with contracts, which include most events outside of the area, must still be submitted to eVA and Procurement for contract review.
Legal Services	Direct Pay Form	Payments to the Office of the Attorney General as well as external legal counsel.
Mansfield Oil Voyager Fuel Card	Mansfield Oil Fuel Log and Payment Form	See Mansfield Oil Quick Reference Guide.
ONE Card Vendor Payment	Invoice to Accounts Payable	University Services use only.
Organizational Membership Dues (individuals)	Chrome River SPCC Reconciliation (if paid on SPCC) Direct Pay Form (if paying vendor directly)	Individual membership dues for professional orgs. as allowed in accordance with the University Spending Guidelines. Excludes accreditations. Chrome River Preapproval required. SPCC transaction must follow SPCC Procedures.
Payroll Check Request	Direct Pay Form	Payroll use only.
Personal Reimbursement (non-travel)	Chrome River Expense Report	Up to \$200 for goods and professional memberships. See Chapter 7 of the Procurement and Contracts Manual. Chrome River Preapproval not necessary.

Transaction Type	Payment Method/Form Required	Additional Information
Petty Cash/Change Fund Request	Petty Cash Request Form	Includes research participant incentives. Controller's Office approval required. IRB approval required if research related. See Petty Cash/Change Fund Procedures.
Travel Reimbursement	Chrome River Expense Report	Chrome River Preapproval required. Must comply with the University Travel Policy.
Utility charges (electric, natural gas, water, sewer)	Invoice to Accounts Payable	Facilities Management use only.
Other (RU Foundation, Financial Aid refunds, eVA fees, Student clubs & organizations, etc.)	Direct Pay Form	Accounts Payable will verify appropriate payment method.

Revised October 2021