

System-wide Policy: FI0505 - Accounts Payable	
Version: 14	Effective Date: 02/18/2020

Payments Processed on a T-27

29. If the vendor is unable to provide an invoice, the [T-27, REQUEST FOR SPECIAL PAYMENT](#) (see Appendix A), must be entered and attached in the university's financial system (unless one of the items specified in #11 above.) This would typically include payments for awards, honorariums, speaking fees, event ticket settlements and other similar events. If an invoice is provided by the vendor, the T-27 should not be used and the invoice should be entered and attached in the university's financial system.
30. The following payments cannot be processed using the [T-27](#) form:
- Payments to employees with the exception of royalty and clinical trial payments. All other payments to employees should be processed through the payroll system.
 - Academic payments to students including scholarships, fellowships, and other academic awards. These payments should normally be processed through the campuses' financial aid office. The campus financial aid office should be consulted before submitting payments of this nature to the accounts payable office.
31. Before submitting the FORM T-27, the department should make sure that the proposed vendor has been established in the IRIS system. If the vendor does not exist, the department should send a request to the vendor to create an account.
32. The university department that receives services outlined in the T-27 is responsible for determining that the services have been satisfactorily performed, the charges are appropriate and the appropriate department personnel have authorized the payment. The department is also responsible for maintaining records supporting the services provided. Final payment should not be requested until all work and contractual obligations have been fulfilled.
33. As noted above, payments to a non-resident alien must be entered by the Treasurer's Office. For payments to a non-resident alien, the university's "Independent Contractor/Guest Traveler Form" must be completed and all applicable documents must also be completed and attached to the T-27 before a payment can be processed.