



Office of the Vice President for Research Standard Operating Procedure

External Payments for Services

#1012

Effective Date: 01/01/2019

I. Purpose

This document outlines the standard operating procedure for external payments for services, specifically for the Office of the Vice President for Research. It provides guidance on how to manage and process external payments, ensuring compliance with university policies and regulations. The procedure applies to all external service providers and contractors engaged in work on behalf of the university.

II. Introduction

This document is intended to provide a clear and concise guide for managing external payments. It includes detailed instructions for creating payment requests, reviewing invoices, and processing payments through the university's financial system. The procedure is designed to ensure timely and accurate payment of external service providers.

III. Procedure

The procedure for external payments for services is as follows:

IV. Version History

Version Date	Approval Date	Summary Changes
2023-01-15	2023-01-16	/v]š] o s Œ•}]v
2023-01-16	2023-01-17	š Š Œ (o š Œ Œ]v} Q} P Ç v

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