

TULANE UNIVERSITY BUSINESS SERVICES

PAYMENT REQUEST PROCESSING GUIDELINES

Used to request payments where a contract or purchase order is not required or appropriate according to Tulane's Purchasing Policy.

Payment Type	Definition	Required Documentation	Additional Information
Article Processing Fees	Also known as a publication fee or submission fee; a fee charged to authors to publish work.	<ul style="list-style-type: none"> • Invoice 	
Conference Registration	Fees paid to register for a conference, seminar, webinar, or continuing education course related to a professional certification or license.	<ul style="list-style-type: none"> • Invoice or documentation referencing event information (e.g. dates, location, agenda, schedule, etc.) or person(s) attending 	Purchasing card is the preferred payment method.
License Fees & Permits	Costs associated with permits or licenses required for Tulane owned property, including copyright fees, electronic copyright permissions, and lab licensing fees.	<ul style="list-style-type: none"> • Invoice or documentation referencing payee 	Required method of payment is university P-card.
Medical Services	Used to pay medical services provided off campus. To be used by Human Resources and Athletics only.	<ul style="list-style-type: none"> • Invoice 	Payments are processed via either a university P-card or a Tulane PO.
Memberships / Professional License	Used for professional development and training, primarily.	<ul style="list-style-type: none"> • Documentation referencing payee • License type/Name of Licensee • Membership type/Name of Member 	Payments are processed via either a university P-card, university T&E card, or out-of-pocket reimbursement.
Refunds	Funds paid back to a customer for over-invoicing or return of goods (e.g. cancellation of an event, deposits for venue rentals). Does not include Tulane student account refunds.	<ul style="list-style-type: none"> • Documentation referencing payee and reason for refund • Support referencing receipt of original payment 	Specific venues or events may have additional requirements.
Sponsorships and Contributions	<ul style="list-style-type: none"> • Sponsorship: A monetary or in-kind contribution in support of a project or event where the university receives benefit (e.g. advertisement, recognition, or tickets). • Contribution: A monetary or in-kind contribution to a cause or event with no expectation of recompense. 	<ul style="list-style-type: none"> • Invoice or documentation referencing payee • Type of support (e.g. contribution, sponsorship, etc.) 	<ul style="list-style-type: none"> • Contributions require approval from Tulane's Chief of Staff • Payments are processed via Tulane PO
Sports Officials Fees	Used to pay officials typically associated with NCAA athletic events. Applies only to Athletics.	<ul style="list-style-type: none"> • Invoice 	Payments are processed using a Tulane PO to Arbiter Trust.
Visa Application Fees	Used for visa related expenses, typically H1B visas.	<ul style="list-style-type: none"> • Invoice or documentation referencing payee 	H1B visas must be processed through OISS.
Independent Contractor	Used to pay approved Independent Contractors. Follow the approval process on the General Counsel's website.	<ul style="list-style-type: none"> • Invoice 	To pay Independent Contractors monthly, complete an Annual PO for their services.

