

ShopUW+ REQUESTERS APPROVERS

Quick Reference Guide

Roles: Requesters, Approvers

Scenario: Check Action

Navigation: Shop, Shopping, View Forms

Notifications: Approver at submittal.
Requester at approval.

Key Tips: Access is also provided through the Shop Home page by scrolling to forms.

Completing a Payment to Individual

To access this Form, choose the **Shop** menu, then **Shopping**, then **View Forms**.

1. Start the process with the page prompts and complete all required fields.

2. Complete the form until all requirements are met. Be aware that some portions are for the AP department only.

(Additional information is available in the ShopUW+ AP Quick Reference Guide.)

3. Select **Submit**.

4. Choose **Yes** to Confirm.

COMPLETING A PAYMENT TO INDIVIDUAL

Payment to Individual Rep...

Form Number: 554303
Purpose: Check Request
Status: Incomplete

Instructions

The Payment to Individual form is used to request payment for individuals except salaries, employee reimbursements and payment to sub-contractors when an employee/employer relationship does not exist. **You should NOT attach W8s or W9s to this document.**

The following are acceptable uses for this form:

- Scholarships / Fellowships (Note: assistantship stipends for Research Assistants, Teaching Assistant, etc. should be paid through payroll)
- Prizes and Awards (Note: payments related to a person's employment with the university should be made through payroll)
- Research Subjects

You are strongly encouraged to submit a purchase requisition and use a PO for services. PIRs over \$5,000 may be reviewed by Purchasing.

Review and Submit

✓ Required Fields Complete

Section	Progress
Supplier	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Funding String	✓ Required Fields Complete
Additional Information - AP Use Only	✓ Required Fields Complete

Confirm

Are you sure you want to submit this form?

Yes No

Submit