

Effective: January 1, 2019

8.6.1 Request Direct Payment for Approved Goods and Services

Policy Statement

Units may request direct payment for goods and services that are allowed on the Travel & Expense Management (TEM) Allowable Payments List. Items not contained in this list must be paid using other processes in accordance with the policies and procedures for such processes.

Instruct vendors to mail all non-purchase order related invoices directly to the unit that placed the order.

The University of Illinois System is subject to and complies with the [State Prompt Payment Act 30 ILCS 540](#) which mandates that invoices charged against state appropriated funds must be paid within 90 days of receiving a complete (proper) invoice. To avoid paying interest on late payments, units must process invoices promptly.

General services (non-professional and artistic) must be processed through the Purchasing Division unless the item is on the Travel & Expense Management (TEM) Allowable Payments List. For information about professional and artistic services, consult [Request Payment for Contract for Services under \\$10,000](#).

Before starting the procedure below, determine whether the payee has a Banner vendor number. For step-by-step instructions, consult the [Banner Vendor ID and Address Query](#) job aid. If the payee does not have a Banner vendor number, consult [Set Up a New Vendor ID in Banner](#).

Procedures

To request direct payment for goods and services allowed on the Travel & Expense Management (TEM) Allowable Payments List:

1. Log in to TEM (Travel and Expense Management System). In the Create New area, select the Expense Report icon. Consult the job aid for [System Navigation](#) if you need help identifying the icon.

Goods allowed on the Travel & Expense Management (TEM) Allowable Payments List - In the Document Header screen, select "Misc Vendor - Payment for Goods" from the drop-down list in the Purpose field.

Services allowed on the Travel & Expense Management (TEM) Allowable Payments List - In the Document Header screen, select "Misc Payment--Vendors, Non-Employees, and Students" from the drop-down list in the Purpose field.

2. Proceed through the screens. Consult the [Miscellaneous or One-Time Vendor Payments](#) job aid for step-by-step instructions, including how to submit the invoice or other documentation.
3. University Payables (UPAY) reviews the request and processes for payment.

Related Policies and Procedures

[8.5.1 Set Up a New Vendor ID in Banner](#)

[8.5.2 Update a Vendor ID in Banner](#)

[8.6.3 Request Payment for Contract for Services under \\$10,000](#)

[7.2 Purchase of Goods and Services](#)

[7.4 Cash Purchases](#)

OFFICE OF BUSINESS AND FINANCIAL SERVICES

Office of the Assistant Vice President for Business and Finance, 809 S. Marshfield Ave., Room 611 (MC-078), Chicago, IL 60612

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Additional Resources

[TEM Resource Page](#)

Job aid for [System Navigation](#) 

[State Prompt Payment Act 30 ILCS 540](#) 

[Direct Pay Exception List](#) 

Job aid for [Banner Vendor ID and Address Query](#) 

Job aid for [Miscellaneous or One-Time Vendor Payments](#) 

[University Payables Training Materials](#)

[What Approving or Signing a Document Means](#)

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