



Request Type/Business Purpose

If you need access to a certain Request Type, please email maria.nielsen@admin.utah.edu.

Fees/Associations/Dues

- Accreditation
- License or Exam Fee
- Membership (New)
- Membership (Renewal)
- Periodical Subscriptions
- Registration
- Social Dues

Employee Reimbursement

- Reimbursement

Guest Lecturer/Performer

- Concert Performer/Lecturer
- Guest Lecturer/Performer

Independent Contractor/Consult (<\$5,000)

- Independent Contractor/Consult (<\$5,000)

Misc.

- Bank Payment
- Commission on Concessions
- Consignment
- Contest/Recognition Award
- Contractual Cost Share (non-research)
- Funds Transfer (3rd Party)
- Grant Funded Subsidy
- Honorarium
- Insurance Premium (Non-Student)
- Legal Services
- Medical Services
- Salary Leaseback
- Taxes/Fines/Penalties
- Other (Preauthorization Required)

Non-Employee Reimbursement

- Reimbursement

Petty Cash

- Petty Cash

Refunds

- Refund (Not a Reimbursement)

Royalties & Funding

- Copyright
- Donation
- Patent Expense
- Royalty
- Seed Funding
- Stock Purchase

Scholar/Fellow/Traineeship

- Scholar/Fellow/Traineeship

Student & Educational Payments

- Clerkships
- Insurance Premium
- Student Assistance
- Student Contest Prize/Award
- Student Loan Payment
- Tuition Direct to Institution

Study Participants

- Study Participation

Supplier Invoice (<\$5,000)

- Supplier Invoice (<\$5,000)

Utilities & Freight

- Freight
- Utilities



Business Purpose = Payment Type

Athletic Scholarship	=	Scholar/Fellow/Traineeship
Audio Visual	=	Supplier Invoice (<\$5,000)
Bank Payment	=	Misc.
Commission on Concessions	=	Misc.
Computers/Components	=	Supplier Invoice (<\$5,000)
Concert Performer/Lecturer	=	Guest Lecturer/Performer
Consignment	=	Misc.
Contest/Recognition Award	=	Misc.
Copyright	=	Royalties & Funding
Contractual Cost Share	=	Misc.
Donation	=	Royalties & Funding
Fellowship	=	Scholar/Fellow/Traineeship
Freight	=	Utilities & Freight
Funds Transfer (3rd Party)	=	Misc.
Grant Funded Subsidy	=	Misc.
Guest Lecturer/Performer	=	Guest Lecturer/Performer
Honorarium	=	Misc.
Independent Contractor/Consult (<\$5,000)	=	Independent Contractor/Consult
Insurance Premium (Non-Student)	=	Misc.
Insurance Premium (Student)	=	Student & Educational Payments
Janitorial Supplies	=	Supplier Invoice (<\$5,000)
Lab Supplies or Equipment	=	Supplier Invoice (<\$5,000)
Legal Services	=	Misc.
License or Exam Fee	=	Fees/Associations/Dues
Medical Services	=	Misc.
Medical Supplies	=	Supplier Invoice (<\$5,000)
Membership (New)	=	Fees/Associations/Dues
Membership (Renewal)	=	Fees/Associations/Dues
MRO (Maintain, Repair, Operation)	=	Supplier Invoice (<\$5,000)
Networking Equipment	=	Supplier Invoice (<\$5,000)
Office Supplies	=	Supplier Invoice (<\$5,000)
Patent Expense	=	Royalties & Funding
Periodical Subscription	=	Fees/Associations/Dues
Petty Cash	=	Petty Cash
Refund (Not Reimbursement)	=	Refunds
Registrations	=	Fees/Associations/Dues
Reimbursement	=	Employee or Non-Employee Reimbursement
Royalty	=	Royalties & Funding
Salary Leaseback	=	Misc.
Scholarship	=	Scholar/Fellow/Traineeship
Seed Funding	=	Royalties & Funding
Server Class Systems/Component	=	Supplier Invoice (<\$5,000)
Social Dues	=	Fees/Associations/Dues
Stock Purchase	=	Royalties & Funding
Student Assistance	=	Student & Educational Payments
Student Contest Prize/Award	=	Student & Educational Payments
Student Loan Payment	=	Student & Educational Payments
Study Participant	=	Study Participation
Taxes	=	Misc.
Traineeship	=	Scholar/Fellow/Traineeship
Tuition Direct to Institution	=	Student & Educational Payments
Utilities	=	Utilities & Freight