Request Types and their Purposes

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

ARUP (AR)
- ARUP Lab Services

Petty Cash (PC)*
- Petty Cash

Fees/Associations/Dues (Not Exceeding $10,000) (FA)
- Accreditation
- License or Exam Fee
- Membership (New)
- Membership (Renewal)
- Periodical Subscriptions
- Registration
- Social Dues

Refunds (RE)
- Refund (Not a Reimbursement)

Royalties & Funding (RY)
- Copyright
- Donation
- Patent Expense
- Royalty
- Seed Funding
- Stock Purchase

Employee Reimbursement (EM)
- Reimbursement

Scholar/Fellow/Traineeship (SF)
- Scholar/Fellow/Traineeship

Guest Lecturer/Performer (Not Exceeding $10,000) (GP)
- Lecturer/Performer Services

Software <$5,000 (SW)
- Software <$5,000 (SW)

Independent Contractor/Consult (< $10,000) (IP)
- Independent Contractor/Consult (<$10,000)

Student & Educational Payments (SP)
- Clerkships
- Insurance Premium
- Student Assistance
- Student Contest Prize/Award
- Student Loan Payment
- Tuition Direct to Institution

Misc. (MC)
- 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)*

Study Participants (PS)
- Study Participation

Non-Employee Reimbursement (NR)
- Reimbursement

Supplier Invoice (Not Exceeding $10,000) (DP)
- Supplier Invoice (Not Exceeding $10,000)

Utilities & Freight (UF)
- Freight
- Utilities

*Limited Access/Limited Use