



## UPST Payment Form

### UPST Use Only

Invoice Number:

### Campus/Payee Information

| Campus    | Business Unit | Payment Type | Date | Payee Name:  |  |
|-----------|---------------|--------------|------|--------------|--|
|           |               |              |      | Payee ID#:   |  |
| Comments: |               |              |      | Address:     |  |
|           |               |              |      |              |  |
|           |               |              |      | Payee Email: |  |
|           |               |              |      | Payee Type:  |  |

### Description:

| Service Date* | Line | Qty | Description | Unit Price | Amount |
|---------------|------|-----|-------------|------------|--------|
|               |      |     |             |            |        |
|               |      |     |             |            |        |
|               |      |     |             |            |        |
|               |      |     |             |            |        |
|               |      |     |             |            |        |
|               |      |     |             |            |        |

\* If applicable Total Amount To Be Paid:

### Payment Information:

| Notes: | Chartfield Info*** | Special Handling (optional)  | Vendor Certification                 |
|--------|--------------------|--|--------------------------------------|
|        | Speedtype          | Due Now<br>Separate Check<br>Home Check**<br>Wire Payment<br>Other | Not Required                         |
|        | Fund               |  | Required<br>(vendor will sign below) |
|        | Dept ID            |  |                                      |
|        | Program            |  |                                      |
|        | Class              |  |                                      |
|        | Proj/Grant         |  |                                      |
|        | Account            | Vendor's Signature   |                                      |

### Approval:

|             |                      |           |                      |      |                      |
|-------------|----------------------|-----------|----------------------|------|----------------------|
| Prepared By | <input type="text"/> | Signature | <input type="text"/> | Date | <input type="text"/> |
| Approved By | <input type="text"/> | Signature | <input type="text"/> | Date | <input type="text"/> |

\*\* Home checks will be returned to the campus Bursar's Office/Student Services for pick up. Name & extension of pick up person required:  
 \*\*\* Split funded transactions should be indicated in the notes section. If extra information is required send info in email when submitted.

**Purpose of Form:**

- This form is to be used for: Direct Payments in PeopleSoft, Employee Payments, Single Payment Vouchers, Student Reimbursements, non-employee reimbursements (candidates)
- This form is not intended for: Employee travel reimbursements, vendor invoices or transactions that can be entered on the Direct Payment Form in BuyWays

**Do Not:**

Enter an invoice number. For control purposes, Accounts Payable will assign an invoice number according to AP invoice number standards. If anything is entered into this field, it will be ignored

**Special Handling Terminology:**

**Due Now:** This means that payment should be made as soon as possible

**Separate Check:** This means that the payment should only include the funds related to the one form. If you have multiple transactions for the same vendor and you need a separate check for each transaction, please fill out a separate form for each one and check off "Separate Check" on each form

**Home Check:** This means that the check will be returned to the Bursars office. This is not applicable to electronic payments.

**Wire Payment:** This means that a payment will need to be made via wire transfer. This is usually reserved for foreign suppliers, and should not be confused with ACH or EFT payments.

**Employee Payments:**

Payments for current employees should only go through AP if they are Human Subject stipends for the Amherst campus. NOTE: **A Human Subject** payment is a payment given to an employee to provide them with cash to distribute to people participating in studies/surveys.

**Students:**

Students can be reimbursed using the forms as long as they are not Student Employees and they are not a NRA (Non-Resident Alien). However, if a student provides **goods/services** or the payment is related to an **award**, the student will need to be on-boarded in BuyWays for tax purposes

**Please Note:**

- Incomplete forms or forms that are missing proper backup documentation will be returned. The form will need to be resubmitted [invoices@umassp.edu](mailto:invoices@umassp.edu) once completed.
- It is the responsibility of the submitter to know the policies and procedures for their campuses. If this form is submitted to [invoices@umassp.edu](mailto:invoices@umassp.edu) it will be assumed that it has all the necessary approvals to be processed by Accounts Payable.
- Invoices from vendors should not have any type of UMass payment forms. Invoices should have the PO# on them. In the event that a PO cannot be created because the account number being used is not an expense account, the Supplier #, Speedtype, and Account # should be clearly listed on the invoice and submitted to [invoices@umassp.edu](mailto:invoices@umassp.edu).