Procure-to-Pay Office Hours
February 26, 2026
Summary Notes

Procurement
- Contracting out - overview of Article 5 utilization of outside food providers on campus
- https://supplychain.ucmerced.edu/contracts/contracting-out-services#approvedvendors

AP
- https://ucmerced.service-now.com/dfa?id=dfa_kb_article&sys_id=bcc29bf7c3aafa906c5c8dd9d001311e&form_id=1f50657edb80601017df5cb8dc9619b1
- https://ucmerced.app.box.com/file/1095686566596?s=4f170v6d0jamygryqyudd0ak8tzgy1p2
- Non PO Payment requests
  - Most common
    - Honorarium, fellowship/grant, H1B1 visa, supplier return payments - each is a linked job aid/information guide to understand what is required and what's needed for the request to be processed easily
- Student Scholar Payment Characterization
  - Form required to determine how a payment is classified (compensation [payroll taxes] vs fellowship [no payroll taxes])
  - Program information, visitor information, and form shows the big picture of the individuals engagements
    - No single answer tips the scale, it's the entire picture
    - Research should benefit the individual more than the university (for fellowships) - help to learn & grow in the individuals field of study
    - Form plus other visitor letter and brochure provide the needed information to build the picture of what the individual is doing
- Payment Request Form Overview
  - Select type of payment in the form, expected date, and other information
  - OK to start the payment request when you submit the award letter to ensure everything is ready by the time the payment is due - AP can accommodate future scheduled payments once all other onboarding needs are met
  - Information on the request form needs to match 100% to their supplier profile in Oracle
    - If the individual is NOT a US resident - additional processing time for GLACIER profile for tax withholdings etc. - allow 3-4 weeks processing

- Chart of Account
  - All segments have to be entered - the Account segment can't have XXXXXX
  - Where to go to find the correct account segment?
    - DFA Toolkit - COA Master Values
    - Search expenses - based on what kind of item you're paying the numbers will change for the segment

- o If a PPM Project is tied to it - also provide POET/Task
- o Payment Justification - who/ what/ when/ where/ why
    - Supporting documents should all tie back to the justification and all paperwork shows a cohesive story
    - Supporting documentation is vital - be thorough
- **Travel**
    - o No updates; available for questions