

Date: February 4, 2010

To: RRC Managers
Cluster Directors

From: LaCretia Bell
Director, Disbursement Services

Subject: Single Payment Vendor Numbers (SPV) Changes

In reviewing our payment activity and collaborating with the Office of Student Finance, Payroll Services, Tax Management, Oversight Analysis and Reporting and Purchasing Services, effective immediately, the following payments are allowed using an SPV number.

Human Subject Payments to Employees

Human Subject payments made to employees, will be processed using the same procedures used for human subject payments to non-employees.

- Use the SPV number (unique by cluster) for multiple payments aggregating less than \$600.00 annually (calendar year).
- A vendor number must be set up, when payment(s) will be \$600.00 or greater, annually.

These are the only employee payments allowed on the SPV. Please call the Financial Helpline at 624-1617 or go to the following link for more information regarding SPV payments:
http://policy.umn.edu/prod/groups/president/@pub/@policy/@procurement/documents/policy/accountspayable_appc.pdf

Payments to Students

A unique SPV number (SPVSTUDENT) is set up for all clusters to use to pay students for:

- Monetary prizes less than or equal to \$100.00.
- Reimbursement of business expenses less than or equal to \$100.00 (must be fully documented with receipts).

The Cluster's "regular" SPV numbers should not be used for paying students for the two above items.

Human Subject payments made to students, will be processed using the same procedures used for other human subject payments.

- Use the SPV number(unique by cluster) for multiple payments aggregating less than \$600.00 annually (calendar year).
- Set up a vendor number if payment(s) will be \$600.00 or greater, annually.

All other student payments must be made in accordance with the Office of Student Finance's job aid, located at: <https://asr.umn.edu/node/554> . For questions, please refer to the contact listing at the bottom of the Student Finance job aid.

Lastly, please note that minor changes have been made to the Check Request Form to accommodate these changes.

Please distribute this information as appropriate.