

Who We Pay

Employees

Students

Non-
Employees

Vendors

Who We Pay (*con't*)

Employees

- Payroll
- Service In Excess
- TEM Reimbursement

Students

- Research/Teaching Assistantships
- Undergrad/Grad Hourly
- Financial Aid/Student Account

Non-Employees

- Estimate/Invoice
- Honorarium (*up to \$5,000*)
- Participant Support Costs (*federal grants*)

Vendors


Individuals

Corporation
or
Non-Profit

Government
Entity

Vendor Information Form

This form is required to be completed to process any type of payment to a Vendor.

 UNIVERSITY OF ILLINOIS SYSTEM University Payables Use Only:
Banner Vendor Number _____

UI Department Requesting Information

Today's Date _____

U of I Department name _____

Contact Person _____

Phone Number _____ Email _____

Campus Chicago Springfield Urbana/Champaign

Transaction Purchase Order TEM

Add to iBuy Yes No

New Vendor Update Existing Vendor

Types of Goods and Services Provided

Goods Services Attorney Royalties Medical

Other Please Describe: _____

Vendor Information Form

The Vendor Information Form is the University of Illinois substitute for the Federal W9 form and is considered a legal document. Forms must be completed and signed by the individual/entity in order to receive payment. If you need help, e-mail us at uivendor@uillinois.edu or phone 217-333-6583.

Vendors please complete the information in steps 1 through 3:
Additional form information and explanations at end of the form.

Step 1 -- Tax information

Name of Individual or Business Name (if sole proprietor, please list name of owner and name of business.) _____

If completing form as an Individual, provide birth date: _____ Gender Male Female

Taxpayer Identification Number

Enter Social Security Number(SSN), Federal Employer ID Number(FEIN) or Individual Taxpayer Identification Number (ITIN) (if Applicable), associated with the above name _____

Is this business a disregarded entity for tax purposes? Yes No

Enter Social Security Number(SSN), Federal Employer ID Number(FEIN) or Individual Taxpayer Identification Number (ITIN) (if Applicable), used for federal tax reporting purposes _____

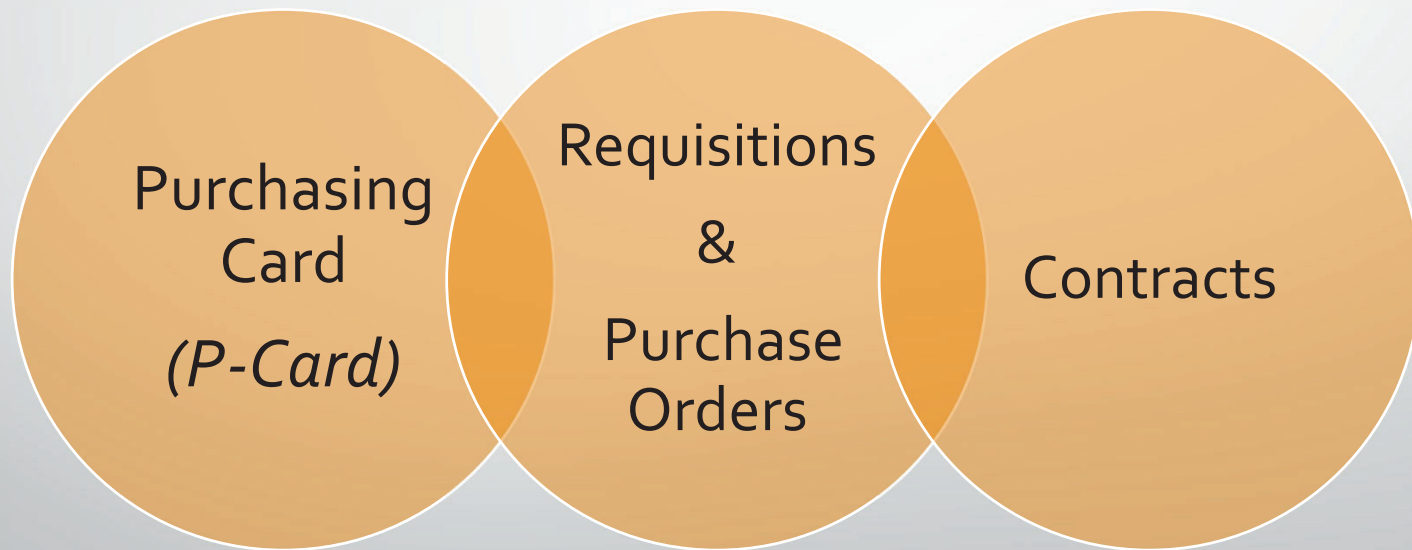
Parent Company Name (if different than above) _____

Please mark all boxes that apply:

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation/Incorporated (TC)	<input type="checkbox"/> Med Health Care Services Provider (TM)
<input type="checkbox"/> Sole Proprietor (TI)	<input type="checkbox"/> Corporation LLC (TL/TC)	<input type="checkbox"/> Real Estate Agent (TR)
<input type="checkbox"/> Sole Proprietor LLC (TL/TI)	<input type="checkbox"/> Government Entity (TG)	<input type="checkbox"/> Attorney (AT)
<input type="checkbox"/> Partnership (TP)	<input type="checkbox"/> Not-for-Profit Corporation (TN)	<input type="checkbox"/> Trust or Estate (TT)
<input type="checkbox"/> LLC Partnership (TL/TP)	<input type="checkbox"/> Tax Exempt Organization (TE)	
<input type="checkbox"/> S-Corp/Solely Owned Corporation (TC)		

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How We Pay



Purchasing Card (P-Card)



Most
purchases up
to \$4,999

Restricted
Purchases

Purchasing Card (P-Card)

Most
purchase up
to \$4,999

Books

Supplies

Small Equipment

Purchasing Card (P-Card)

Conference Fees

Memberships

Electronic Services

Software Purchases

**Restricted
Purchases**

Software Purchased by P-Card & Electronic Services Purchased by P-Card

These forms must be completed and approved **PRIOR** to the purchase.

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Electronic Services Purchased by P-Card

Before purchasing electronic services with a P-Card, complete this form to determine if the purchase qualifies as a P-Card transaction. If so, file this form with other backup documentation required for your P-Card purchase. For additional information on purchasing electronic services, see Section 7.2 - [Purchase of Goods and Services](#). For information on public and/or sensitive data, see <http://go.uillinois.edu/essa>.

Will SSNs, credit card information, or health/medical data be used by the service?

- Yes. Stop here. You may not make this purchase with a P-Card.
 No, proceed to next question.

Will student information (for example, grades, advising notes, class rosters, student names (UINs) be used within the service?

- Yes. Stop here. You may not make this purchase with a P-Card.
 No, proceed to next question.

Is the data you plan to use within this service considered "public" by the University?

- Yes, proceed to next question
 No. Stop here. You may not make this purchase with a P-Card.

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Software Purchased by P-Card

Before purchasing software with a P-Card, complete this form to determine if the purchase qualifies as a P-Card transaction. If so, file this form with other backup documentation required for your P-Card purchase. For additional information on purchasing software, see Section 7.2 - [Purchase of Goods and Services](#). For information on public and/or sensitive data, see <http://go.uillinois.edu/essa>.

1. Will any University data that is not publicly available be shared with a third party as a result of running the software (for example, SSN, credit/debit card, health/medical, or student data)?

- No, proceed to question 2.
 Yes. Stop here. You may not make this purchase with a P-Card.

2. Is this a purchase of software libraries in which the software will be embedded into new intellectual property?

- No, proceed to question 3.
 Yes, proceed to next question.

Does the software license expressly state that it may be distributed freely or included with newly-developed software without royalties or licenses to the software producer?

- No. Stop here. You may not make this purchase with a P-Card.
 Yes, proceed to question 3.

3. Will students in a classroom or computer lab be required to use the software?

- Yes Stop here. You may not make this purchase with a P-Card.
 No. Proceed to question 4.

4. Will faculty/staff with a known disability (as defined by the Americans with Disabilities Act) be required to use the software?

- Yes Stop here. You may not make this purchase with a P-Card.
 No. You may purchase the software with a P-Card. Complete and retain this form with your P-Card documentation for this purchase.

P-Card Exception Request

To request **PRIOR** approval to use a card for a justified expense that is prohibited by policy or exceeds cardholder limits.

UNIVERSITY OF ILLINOIS SYSTEM **P-Card Exception Request**

Note: Exceptions may only be considered for review prior to the purchase/transaction being transacted. Post purchase exception requests will not be processed.

Instructions:
The original form must be completed and forwarded to the Department Card Manager (DCM) for processing and retention. The DCM will scan and email to ccs@uillinois.edu the completed form to UPAY Card Services for processing.

For questions please call UPAY Customer Services at 217-333-6583 or 888-872-9953.

Date _____ Org Code: _____
Department Name _____
Department Contact _____
Campus Address _____
City _____ State _____ Zip Code _____ Mail Code _____
Phone Number _____ Fax Number _____ Email _____

Provide a description of the P-Card exception that is being requested. Include as much information as possible including the type of purchase, the amount and the reason that the exception is needed. Attach an additional sheet for comments and backup documentation if needed. (Field length is limited to the visible area - approximately 1500 characters.)

Approvals: (Approval of the Department Head is required for all exception requests.)

Cardholder UIN _____
Name (Print) _____ Signature _____ Date _____

Department Card Manager UIN _____
Name (Print) _____ Signature _____ Date _____

Department Head UIN _____
Name (Print) _____ Signature _____ Date _____

OBFS Approvals (OBFS use only)

OBFS Name (Print) _____ Signature _____ Date _____
OBFS Name (Print) _____ Signature _____ Date _____
OBFS Name (Print) _____ Signature _____ Date _____

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UPAY Card services requests at least 10 business days to process and/or route the exception to the appropriate unit for review

Receipts must include:

Date of purchase

Vendor Information

Description of purchase

Total

ABC, Inc.

Address: 1234 Lorem Ipsum, Dolor
Tel: 123-456-7890

Date: 01-01-2018 10:35

Lorem	6.50
Ipsum	7.50
Lorem Ipsum	48.00
Lorem	9.30
Lorem I	11.90
Ipsum	1.20
Lorem Ipsum	0.40

AMOUNT **84.80**

Sub-total	76.80
Sales Tax	8.00
Balance	84.80



General Purchasing Reminders



Submit timely receipts for P-Card purchases



Submit timely receipts for reimbursements (not to exceed \$500).



All purchases with University Funds *MUST* have a justification on how the purchase benefits the University.