When to request a non-invoiced payment

Does an invoice exist?

- No
- Yes

Send invoice to Payments Team. If there is no PO then write coding (account code and subproject) on invoice

Is it a regular recurring payment?

- Yes

Regular Recurring Payment

  - Create new supplier
  - Attach relevant form
  - Complete “recurring payment” template (.xlsx) and send to Payments Team

  e.g. stipend

- No

Are you likely to use the supplier more than once?

- Yes

Repeated Payment

  - Create new supplier
  - Create non-invoiced payment request
  - Attach relevant form(s)

  e.g. guest lecturer delivering short series of talks on specialist subject which is not part of curriculum

- No

One-off Payment

  - Create non-invoiced payment request
  - Attach relevant form

  e.g. interviewee expenses, student prizes, locker refunds