

UC San Diego

INTEGRATED PROCURE-TO-PAY SOLUTIONS

NON PO Payment To Employee

Payment Information

*Employee Name:

*Employee's UC Path Employee Number:

*Total Payment Amount

*Payment Category:

*Accounting Allocation - Chart String/ POETAF

*Entity:

*Fund:

*Financial Unit:

*Account:

*Function:

*Program:

*Location:

*Is this associated with a project? If Yes, please complete the POETAF, if not, you can leave these fields blank

Project :

Task:

Expenditure Item Date:

Expenditure Type: (this should tie back to the Account that was chosen under COA)

Is this sponsored research? If Yes, please complete the AF, if not, you can leave these fields blank

Contract Award Number:

Funding Source:

Additional information/ helpful knowledge for processing this request

****ATTACHMENTS: REQUIRED****

- Receipt/ Invoice/ Backup

Department:

Request Prepared by:

Request Approved by:

*****Please save this document and attach it to the Service and Support Ticket*****