Miscellaneous Payments

When funds are due for something other than goods or services, payment is made in Workday with a **Miscellaneous Payment Request**, also known as a **check request**. Examples include student reimbursements, student stipends, prizes/awards, grant refunds, scholarship returns, and similar. Purchase orders are not appropriate in these cases, as the college is not buying anything from a supplier.

Procedure

1. The payee must be listed as a **Miscellaneous Payee** in Workday. If not, send the name and mailing address to the Purchasing Assistant. (see notes)
2. Complete a **Miscellaneous Payment Request** form and send to Accounts Payable.

   This form includes payee name, address, SFID (if applicable), worktag to be charged, and a description of the payment. Attach any relevant documentation.
3. Once the form is approved, payment is made by check to the address provided. Student payments are made through BankMobile unless a check is requested.

Notes

- Is a W9 required for Miscellaneous Payees?
  - Refunds and reimbursements – a W9 is not required, as the college is only returning funds to their original source.
  - Stipends and awards – a W9 is required, as the funds are legally considered to be income. Send the W9 to Purchasing, not Accounts Payable.
- Employee reimbursements are made through Spend Authorizations and Expense Reports only. Do not use Miscellaneous Payment Requests for employees.
- Goods and services must be paid for through the purchase order system. Using Miscellaneous Payment Requests to bypass the PO system is prohibited.