Payment Request Guidance

Payment Requests should ONLY be used for the following types of transactions:

Payment Request Choices:
Appear as radio buttons in the Form

- Copyright / Royalty / Licensing Fees
- Donation
- Fellowship / Travel Grant
- Honoraria / Performer / Lecturer
- Prize / Award
- Refund
- Other

Acceptable use of "Other":
Please provide explanation in the text box in the Form

- Memberships / Dues
- Reader / Research Fees
- Speaker
- Sponsored Subcontract
- Stipends
- Visa Fees (HIO)
- Utilities

Note: If you have already received your goods/services, do not create an after-the-fact PO. Going forward, you will be expected to create a PO for goods/services, and FAS Procurement will be auditing after-the-fact PO usage.

HARVARD
Faculty of Arts and Sciences
ADMINISTRATIVE OPERATIONS