Checklist for Payments to Individuals

Payments to Non-Employees for Services or Reimbursable Expenses
☐ Is individual being paid for services a current or previous UGA employee?
☐ If yes, have you verified with AP or Payroll how the reimbursement should be processed?
☐ If payment is for fees and expenses, is Non-Employee Payment form attached?
☐ Does Non-Employee Payment form include signatures, dates of service and description of services?
☐ Excluding mileage and meal per diems, are receipts included for reimbursable expenses?
☐ Are scanned images of receipts readable?
☐ If Non-Employee Payment form is unsigned by the service provider, is there an invoice attached?

Refund Payments to Individuals
☐ Is correct address of the payee entered correctly on the check request?
☐ If multiple payees are included, is there a log sheet attached?

Royalty Payments
☐ Has a signed Publishing Agreement between the Director of the University Press and the payee been included?
☐ Does the Publishing Agreement include the date that it was signed?
☐ Does the Publishing Agreement list the royalty amount to be paid?

Cash Reimbursements
☐ Are receipts readable and itemized?
☐ If applicable, have personal items been subtracted from the receipt?
☐ Has justification been included for any non-inventory items greater than $99.99?