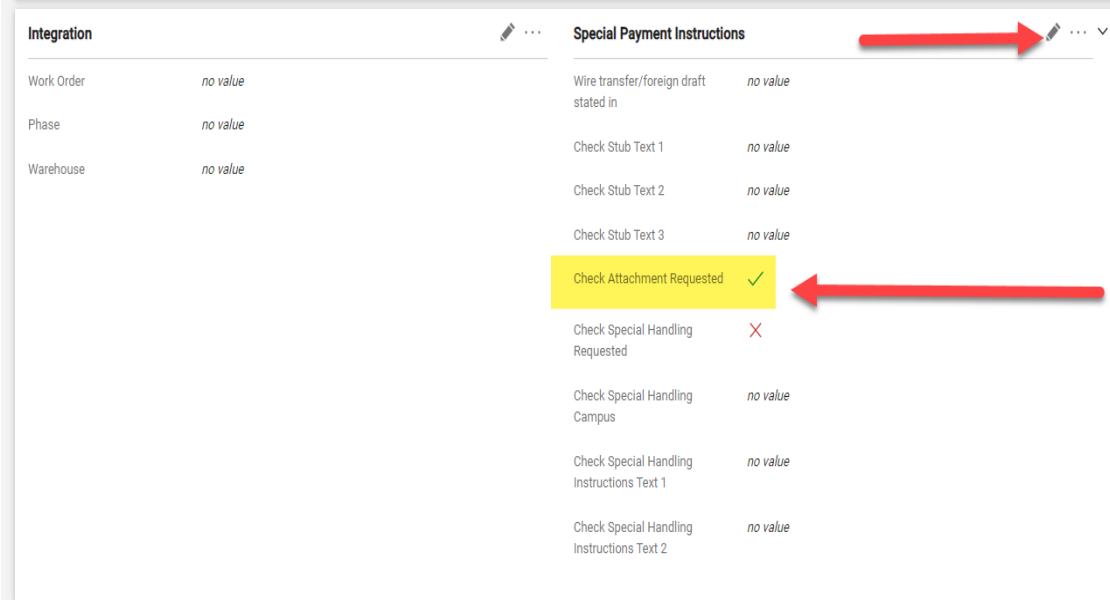


Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-16
SUBJECT:	Special Payment Instruction
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	07/09/2019
DATE OF LAST REVISION:	02/03/2022
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	To provide guidance on the appropriate uses for special payment instructions. These options should only be used with business justification. Payments should be made per the supplier’s payment terms and selected payment method.
PROCEDURES:	<p>NOTE: Use of Check Attachment or Check Special Handling will always generate a check for the payment method. It is best practice to allow payments to disburse as the supplier has indicated. Any special payment instruction added to the requisition will apply to all payments made to the PO.</p> <p>Check Attachments Check Attachments must have the <i>Check Attachment Requested</i> marked and need an internal comment specifying what document needs to go with the check. The comment should not be sent to a recipient. On Summary Tab use pencil icon to edit Special Payment Instructions.</p> 

Summary PO Preview **Comments** Attachments History

Records found: 0 Show comments for Requisition +

ADD COMMENT ✓ X

Please mail a copy of the invoice with the check

950 characters remaining expand | clear

This will add a comment to the document.

Attach file (optional)

Attachment Type File Link/URL

File Name

File Choose File Upload your file

No comments have been added

Special Handling

Special Handling must have the *Check Special Handling* marked, *Check Special Handling Campus* entered, and the *Special Handling Instructions* completed using the approved format for successful issuance.

Edit Special Payment Instructions X

Special Payment Details

Wire transfer/foreign draft stated in No Value

Check Stub Text 1

Check Stub Text 2

Check Stub Text 3

Check Attachment Requested

Check Special Handling Requested

Check Special Handling Campus BL ✓

Check Special Handling Instructions Text 1

Check Special Handling Instructions Text 2

Save Close

Special Handling Format

The campus code should be the campus where the check is to be delivered. Special handling for NW, KO, and SE are sent via USPS. Please allow two weeks for delivery. CO checks are sent to the IUPUI campus via Courier.

BL-Please call Jane Doe at 5-5555 when check is ready for pick-up.

	<p>Check Stub notes Check stub notes print on the check or ACH remittance slip for the supplier's reference.</p> <p>Additional Notes Department of Homeland Security Instructions</p> <ul style="list-style-type: none"> • Fill out Check Stub notes in the Requisition with the individual's name. • Use the campus code for the OIS/OIA office that is receiving the check. • Make sure that special handling requested is marked.
DEFINITIONS:	<p>Check Attachment – used when a document should be printed to be mailed with the check Check Stub Note – written instruction that will be printed on the check or ACH remittance slip for the supplier's reference Special Handling – instruction to FMS UCO Operations on what should happen to the check after printing</p>
CROSS REFERENCE:	