SOP NO: SOP-PURCH-16

SUBJECT: Special Payment Instruction

SOURCE: University Procurement Services

ORIGINAL DATE OF ISSUE: 07/09/2019

DATE OF LAST REVISION: 7/22/2019

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.

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.

Check Attachments
Check Attachments must have the Check Attachment Requested marked and need an internal comment specifying what document needs to go with the check. The comment should not be sent to a recipient.

<table>
<thead>
<tr>
<th>Wire transfer/foreign draft stated in</th>
<th>Check Stub Text 1</th>
<th>Check Stub Text 2</th>
<th>Check Stub Text 3</th>
<th>Check Attachment Requested</th>
<th>Check Special Handling Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>✓</td>
<td>x</td>
</tr>
</tbody>
</table>

PROCEDURES:
**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.

**Special Payment Instructions**

<table>
<thead>
<tr>
<th>Wire transfer/foreign draft stated in</th>
<th>Check Stub Text 1</th>
<th>Check Stub Text 2</th>
<th>Check Stub Text 3</th>
<th>Check Attachment Requested</th>
<th>Check Special Handling Requested</th>
<th>Check Special Handling Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>X</td>
<td>✓</td>
<td>BL BL BL</td>
</tr>
</tbody>
</table>

**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.
IN – Mail check to Jane Doe, 123 Indiana St., Indianapolis, IN 46220

**Check Stub notes**
Check stub notes print on the check or ACH remittance slip for the supplier’s reference.

**Additional Notes**
Department of Homeland Security Instructions
- 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:**
- 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 Operations on what should happen to the check after printing

**CROSS REFERENCE:**