

Specialty Forms Submission Matrix

	Specialty Forms that Require a Contract to be Established Prior to Initiating Payment				Specialty Forms that only Require an Invoice to Initiate Payment		
Form	Conference/Event	Services Agreement	Research Sub-Contracts	Supplier Provided Agreement	Dues, Professional Membership, Reg/Subscriptions	Other Payment Request (Disbursements)	Refunds
When to Use	Conferences, Graduations, Alumni Events, Training Events, Dinner Receptions, and Seminars	Most professional services, regardless of the value, for US residents only (including resident alien). See a list of examples on the Services Agreement Specialty Form in the PantherExpress System.	Contracts for research collaboration issued through the Office of Research	Services when a supplier will not accept a University Services Agreement. See a list of examples on the Supplier Provided Agreement Specialty Form in the PantherExpress System.	Professional Membership Dues, Conference Registrations, Journal Subscriptions	Payments to vendors who do not accept a purchase order i.e. restaurants without a contract, journal submissions, or one-time purchases.	Refunds for payments made to the University
Form is distributed as a purchase order to the supplier	No	No	No	No	No	No	No
Required Attachments (plus additional checked items below)	Service Provider's Hotel/Event Agreement	Insurance Certificate, Service Provider's Quote or Proposal. See Services Agreement checklist on PantherExpress Website's Forms page.	Fully executed contract signed by the Office of Research and other contracting entity.	Insurance Certificate, Service Provider's Quote or Proposal	Invoice	Invoice Other necessary documents	Back-up Information/documents
Items required to establish a new supplier	W-8 or W-9	Supplier Verification Form and W-8 or W-9	W-8 or W-9	Supplier Verification Form and W-8 or W-9	W-8 or W-9	W-8 or W-9	Name & Address
Directed or Sole Source Justification form or Competitive Bidding documentation (if over \$5,000)	Yes	Yes	No	Yes	No	Yes	No
Requires end-user to enter an invoice to initiate payment	Yes	Yes	Yes	Yes	No	No	No

Note: Foreign National Payments and Wire Transfers will not go through the PantherExpress System.

Note: The information on this spreadsheet is a *general guideline* for the most frequently required information. Your transaction may be unique, and the Payment Processing department may require additional information to process your transaction.