Introduction

These guidelines are designed to supplement University Policy 05-11-01 – Financial Affairs, WePay™ Stored Value Card. The procedures outlined within these various documents communicate operational expectations for the use of the WePay™ system. They are designed to provide additional guidance aimed at strengthening the monitoring and oversight of payments made through the WePay™ system. Further, these directives will enhance the WePay™ Users’ understanding of expectations when applying the WePay™ system to studies with unique requirements that employ payment methods approved to bypass parts of the standard application workflow.

These guidelines apply to all users of the WePay™ system and should also be followed by departmental administrators, grants managers, principal investigators or others responsible for monitoring and oversight activities. Those latter individuals may have occasion to employ the information obtained through the WePay™ system.