

SUPPLIER MAINTENANCE AND PAYMENT PROCESSING

	Natural Account	Classification in RIAS				Nonresident Alien	Process via						Financial Aid Dept.	Forward Request to	Info. needed	Tax Classification			
		Employee	Student	Supplier	Payroll		Accounts Payable			Student Financial Svcs	Financial Aid Dept.	Reportable to IRS				Federal box V	Income Tax Type	Organization Type	
							Billhead	Check Request	TABER										Pur.
To process Prizes/ Awards:																			
student - academic related prizes/awards	33400			x				x					AP	SSN	yes - 1099	No		indv	
student - nonresident alien (30% W/H applicable; no tax treaty benefit)	37900					x		x					AP	SSN or ITIN	see note 2	No		foreign indv.	
To process scholarship/fellowship/grant (Financial Aid):																			
student - RU	84400											x	Fin.Aid		no	n/a		n/a	
student - nonresident alien (non-qualified expenses-subsistence)	37600					x		x					AP	W8-Ben/ITIN	see note 2	n/a		foreign indv.	
To process payment for Independent Personal Service:																			
employee - any type (Compensation processed through Payroll only)							x						PR						
student (not employed by RU)	31100, 31200			x				x					AP	W-9	yes - 1099	Yes	7	indv	
all other vendors - non Corporate	31100, 31200			x				x					AP	W-9	yes - 1099	Yes	7	indv, partnership	
all other vendors - Corporate	31000			x						x			Purchasing	W-9	no	n/a	n/a	corporation	
foreign person - service performed in U.S.	37200, 37300					x		x					AP	Foreign Visitor Info Sheet	see note 2	No		foreign indv.	
foreign person - service performed outside U.S.	37800					x		x					AP	Foreign Visitor Info Sheet	no	No		foreign indv.	
To process stipend payment																			
student	36300			x				x					AP		yes-1099				
employee (including type 9)							x						PR						
To process royalty payments																			
U.S. citizen	31300			x				x					AP	W-9	yes-1099	Yes	3	Indv.	
non U.S. Citizen	37400					x		x					AP	W8-Ben	yes-1042	No		Foreign Indv., Corp.	
To process payment to Consultant for services rendered (make sure consultant vs. employee check list completed)																			
U.S. citizen	31100			x						x			Purchasing	W-9	yes - 1099, see note 1		7	indv., partnership	
foreign person - service provided in U.S.	37200					x				x			Purchasing	Foreign National Info Sheet for individual/W-8 for foreign entity	see note 2	n/a		Foreign Indv., Corp.	
foreign person - service provided outside U.S.	37800					x				x			Purchasing	Foreign National Info Sheet for individual/W-8 for foreign entity	no			Foreign Indv., Corp.	
To process refund/reimbursement:																			
employee (workshop cancellations, vision plan refunds, ETC.)				x			x						AP		no				
student refunds			x								x		SAR		no				
student - refunds not handled by Student Financial Svcs.				x				x					AP		no				
employee - TABER		x							x				AP		no				
To process misc expenses, fees, etc: (examples)																			
conference registration fees; lodging reservations				x				x					AP		no				
membership fees; office subscriptions; permits and licenses																			
office subscriptions; postage meter replenishment																			
immigration and naturalization fees																			
note 1 - if consulting work done by an employee, it must be processed through Payroll and will be reported on a W2.																			
note 2 - reportable to IRS via 1042 form however, reportable box should not be checked on supplier record.																			
6/30/2009																			