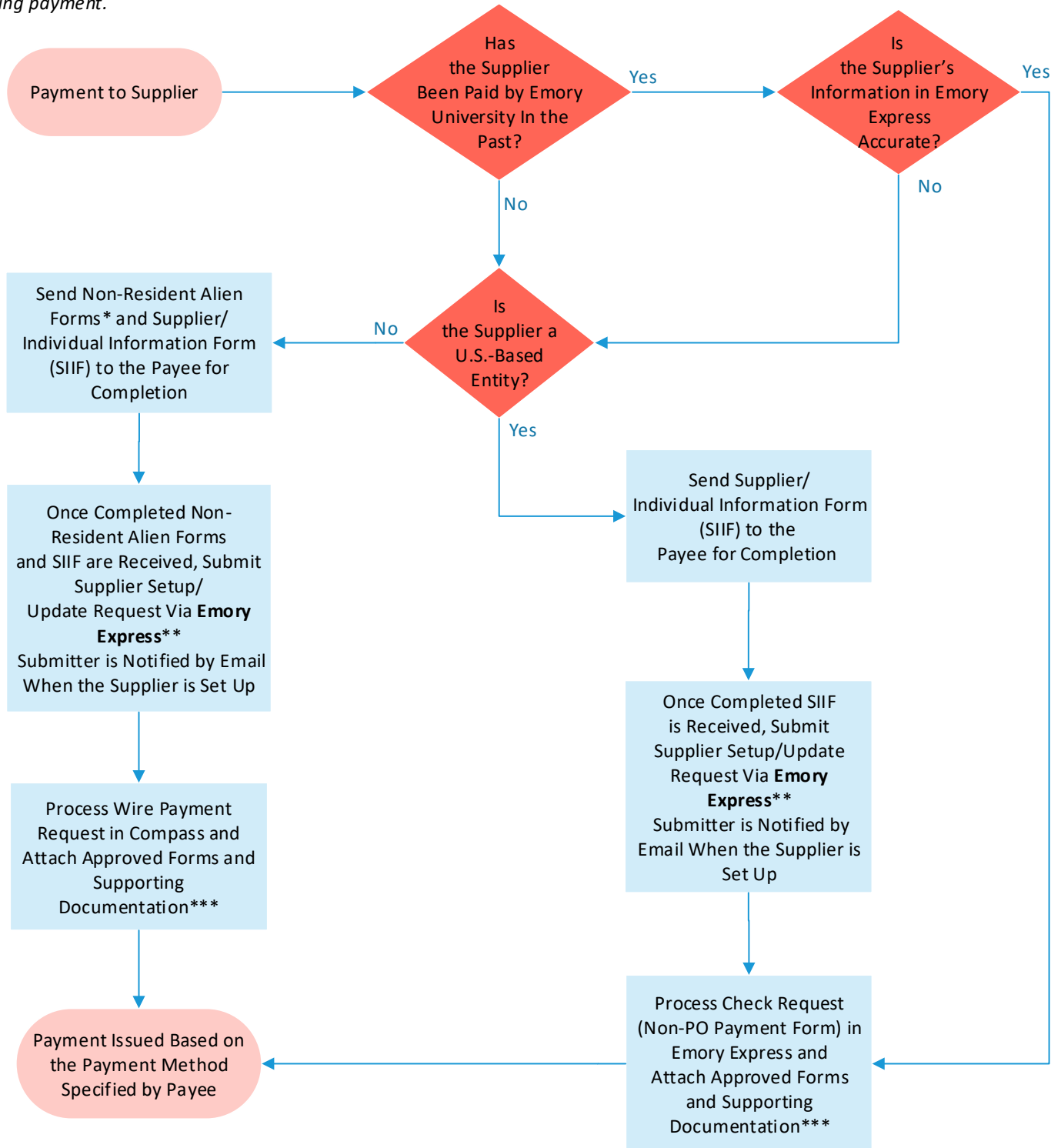


-This process outlines the steps to request a payment to the supplier after the services have been provided based on the contract. To learn more about the procurement options, please refer to the Emory Procurement website found [here](#).

- Suppliers are paid based on the Employer Identification Number (EIN) for tax purposes.

- **REMINDER!** A contract is **required** when: 1) there is an expectation of work or performance, 2) the possibility exists that damage can be done to buildings or grounds, 3) the possibility exists that people can be harmed or injured, 4) Oxford College would need recourse for unforeseen events/no-shows, or 5) it's **not** a voluntary payment (Honorary payment). Please refer to the Contract Routing process **prior** to initiating payment.



*Click on the [cheatsheet](#) (first hyperlink)

**First time payees and payees that need to be updated, must be completed in Emory Express before processing payments. Emory Express will automatically update Compass data

***Supporting documentation may include agreements, invoices, event advertisements, work schedule, etc. Emory Finance Systems can be found [here](#).