

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: CMP 401-01
	Section: 400 Disbursements
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Disbursement Methods	Effective date: 01/01/2000
	Revision date: 02/01/2016

PURPOSE

To provide an overview of the methods of activating university disbursements for payroll, purchasing, travel, and scholarship fund transactions

SOURCE

University Policy

APPLICABILITY

All university Departments

POLICY

This policy consists of an overview of disbursement methods, along with references to other sections in the Comptroller's Policy Manual and to manuals containing policies and procedures for the specific disbursement methods. University funds are disbursed through one of the following four methods: payroll disbursements; purchasing transactions, including off-campus purchases and inter-departmental purchases; travel disbursements; and scholarship fund awards.

CMP 401-01: Disbursement Methods

Payroll

For all employees of the University the [ePAR](#) process is used. This includes faculty, staff, student workers and Federal Work Study students.

Purchasing Transactions

All vendors must complete a Northern Arizona University substitute W-9 and vendor authorization form, found on the Purchasing website at <https://in.nau.edu/contracting-purchasing-services/forms/>

The University will not process a payment to a vendor until that vendor has completed and submitted a Northern Arizona University substitute W-9 and the information contained in the W-9 has been successfully TIN matched with the IRS.

Several types of purchase order transactions are used in the procurement of goods and services. The nature of the transaction determines the procurement method and form to be used. See the [Purchasing](#)

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[Services Policies and Procedures Manual PUR 300](#), Orders and Requisitions, for procurement methods. For information on the University Purchasing Card see the [Purchasing Card web page](#). Regardless of the purchase method used, orders should be shipped directly to a University designated receiving area or location and not a home address.

Travel

For detailed information on in-state or out-of-state travel, see the [travel policies and procedures web page](#).

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Scholarship Fund Awards

A gift to the university that is restricted for scholarship purposes is deposited to the [NAU Foundation Office](#), not to Departments. For additional information on Scholarship Awards, please contact the [Office of Scholarships and Financial Aid](#) or the NAU Foundation Office.

CROSS-REFERENCE

For purchasing transactions information, see the [Purchasing Services Policies and Procedures Manual](#). Or contact the Purchasing Services Office at 523-4557.