

Program Review External Reviewer Payment Process

1. Program/Department/Unit must complete the *Request for SAP Vendor ID* document and forward to Accounts.Payable@millersville.edu. This should be done prior to the External Reviewer performing their duties. (Please view the Notes section below.)

[requestforsapvendorid_2020.pdf \(millersville.edu\)](#)

2. The Request for SAP Vendor ID must be accompanied by a current *2018 W9* from the vendor.

[Form W-9 \(Rev. October 2018\) \(millersville.edu\)](#)

3. The vendor will need to inform the Program/Department/Unit if they would like to be paid by check or by ACH/Direct Deposit. If they prefer ACH/Direct Deposit, the *Automated Clearing House (ACH) Request Form* must accompany the Request for SAP Vendor ID. Note: Bank confirmation in the form of a voided check or bank letter/statement must be provided.

[Microsoft Word - ACH Change Form \(New - COVID19\) \(millersville.edu\)](#)

4. Accounting will contact the Program/Department/Unit with the vendor's Vendor Number which will be needed for processing payment to the vendor.

5. After the vendor (External Reviewer) has performed their duties, they must provide the Program/Department/Unit with an invoice. In order to initiate payment, this invoice must be submitted to Accounts.Payable@millersville.edu along with a *Millersville University – Request for Direct Payment* form. (Use G/L Code: 625100)

[Microsoft Word - Updated Direct Payment Request Form.docx \(millersville.edu\)](#)

Link to the MU's Accounting website: [Accounting | Millersville University](#)

Notes:

- By submission of this form, the department certifies that this individual has been chosen based on his/her qualifications and experience and has no familial relationship with any university employee directly or indirectly involved with this assignment.
- If this is an individual, the Human Resource Department **MUST** be contacted to ensure this is not a current/retired faculty/staff member of Millersville University, or a current student.
- Payments made to faculty/staff (of any SSHE institutions) must be made via dual employment, contact the Human Resource Department for instructions.