Instructions for Completing Single Payment Approval Form

This single payment form is for university employees only.

Departments must complete the form, obtain the two required signatures, and obtain Sponsored Programs Administration signature for grants. Then send the form to Human Resources for processing.

If payment is for a non-university person (outside consultant/independent contractor), a separate approval process is required. Contact the Office of Budget and Tax Compliance for appropriate forms or go online at www.usm.edu/budgets.

Routing should occur in the order listed on the form.

Required Signatures Explanation

1. Expenditure Authority – The signature authority listed on the account from which the payment is being made

2. Chair or Director – Chair of an academic department, or director of an administrative department or school.

3. Sponsored Programs Administration – Required for payments from restricted fund accounts – If an internal consultant (university employee), additional forms are required by Sponsored Programs Administration.

4. Graduate School Dean (GA’s only) – This signature is required for Graduate Assistants

5. Vice President – Employee’s respective vice president must sign form if payment is for $2,500 or greater, or if the aggregate of also single payments exceed 10% of employee’s annual salary.

6. President – President of the university must sign a form if the payment is for $2,500 or greater, or if the aggregate of all single payments exceed 10% of employee’s annual salary.

7. Human Resources or Student Employment – Once the forms have been processed and sent to Payroll, Human Resources or Student Employment will sign the form and send the gold copy back to the departments.