

Summary of Correct Forms to Complete

- Employees, including student hourlyies, travel expenses are paid on a **TER form**.
<http://www.bussvc.wisc.edu/acct/ter.xls>
- Non-employees (volunteers) are paid on a **Direct Payment form**.
http://www.bussvc.wisc.edu/acct/forms/direct_payment.xls
- Subscriptions, Membership Fees, Registration Fees, Ads in Madison Newspapers Inc or Milwaukee Journal are paid on a **Direct Payment form**.
http://www.bussvc.wisc.edu/acct/forms/direct_payment.xls
- Non-travel related expenses/reimbursements for employees – **Direct Payment form**.
http://www.bussvc.wisc.edu/acct/forms/direct_payment.xls
- Non-travel related expenses/reimbursements for non-employees – **Direct Payment form**.
http://www.bussvc.wisc.edu/acct/forms/direct_payment.xls
- Ordering new goods from a vendor or setting up an on-going account for goods and services from a particular vendor – **External or Internal Requisition form**.
<http://my.wisc.edu/portal/index.jsp>
- Ordering office or general supplies through Material Distribution Services (MDS)– use an **MDS account** and order on-line.
http://mds.bussvc.wisc.edu/order/shopper_lookup.asp?
- Paying a non-employee for speaking or performing – An **Entertainment Contract**.
http://www.asm.wisc.edu/financial/ssfc_funded.html

- Paying a student employee for speaking or performing – students must be paid via the **payroll** as a lump sum payment. All **employment forms** must be complete prior to engagement.

http://www.asm.wisc.edu/financial/ssfc_funded.html

- Paying a faculty or staff member – must be through the **payroll**. An **overload form** must be approved through his/her department.

<http://www.ohr.wisc.edu/Forms/overload.html>

Coding:

<http://www.bussvc.wisc.edu/acct/coding.html>

Yours:

6 128 A 04 27xx 0 _ _ _ _ \$ _____

Assignments:

#1

Process order for 500 balloons at .05 each

Madison Ballons

1615 Ball St.

Mifflin, PA 19013

What if you already received the invoice and balloons?

#2

Reimburse student employee for buying balloons for Diversity Training = \$25.00

John Climer

502 South St.

Madison, WI 53726

#3

Complete paperwork for 5 registrations for Amanda First, James Second, Twyla Third,

Scott Fourth, and Keesha Fifth for the AMSLEC conference at \$200.00 each to

USB Assoc, 1312 K. St. #3222, Buloxi, MA. 33322

#4

Process entertainment contract for Tangled Up In Blue performing on May 6th, 2005 from 8-10pm at Bascom Hall for \$550.00.