

Sponsorship Payments

Overview: A Payment - often referred to by the requesting organization as either a contribution or donation - that is made by UC for which it will receive specific visibility and recognition, e/g/. appropriate signage and/or visibility on the event invitation and/or program.

Source: UCOP — Required Approvals and Documentation for Contributions/Donations, Sponsorships and Memberships (October 23, 2014).

Before you start: This request requires an approved Higher Approval Form from the UC Merced Controller.

STEP 1



CONFIRM
SUPPLIER SET UP

STEP 2



COMPLETE PAYMENT
REQUEST FORM

STEP 3



SUBMIT PAYMENT
REQUEST

STEP 4



FINAL CHECK

Step 1: Confirm Supplier Setup:

Verify the payee is set up in Oracle as a supplier.

- If the payee is **not** a supplier, submit a **New Vendor Setup** request to Supplier Support to obtain a Supplier Number

Step 2: Complete Payment Request Form

- The Supplier Name on the Payment Request Form **must** match the Supplier record exactly and include the Supplier Number.
- Chart of Accounts (COA): List all 10 segment values.
- If COA includes a PPM Project, include the TASK.

Approval Required: Fiscal Approver of the HR Unit, or Research Administrator (RA) if PPM

Step 3: Submit a Non-PO Payment Request

via ServiceNow with required documentation.

Attach **one** file that includes:

- Completed and approved Payment Request form.
- Higher Approval Form-required signatures include the Requester, Fiscal Approver, Controller, and Vice Chancellor for the Division.
- A letter, email or invoice from the organization requesting UC's support and a description of what UC will be supporting.

Step 4: Before

Payment is released, Tax Services completes a final tax compliance review, and AP reviews for policy compliance and required documentation.



Important Disclaimer: All payments processed through Accounts Payable are subject to verification of eligibility in accordance with federal and state laws, and UC policies. Individuals or entities not authorized to receive payment will not be paid.