

Guide 3401 GD.03**When to Use WIP (Web Invoice Payments)**

Revision Date: 3/24/08

Use WIP When:	Do Not Use WIP If:
<ul style="list-style-type: none"> ✓ Amount less than or equal to \$5,000 ✓ Payee is a Vendor or College/University ✓ Original Invoice ✓ No special handling required 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Amount greater than \$5,000 <input checked="" type="checkbox"/> Related to: <ul style="list-style-type: none"> ▪ purchase order ▪ strategic/university-wide contract vendor ▪ A credit card purchase ▪ Subcontract ▪ Goods/or Services from foreign vendors ▪ an excluded commodity or service listed below <input checked="" type="checkbox"/> special handling <input checked="" type="checkbox"/> excluded commodity or service: <ul style="list-style-type: none"> ▪ moving and relocation expenses payable to a vendor ▪ building rentals ▪ lease agreements ▪ vehicle rentals ▪ maintenance contracts ▪ furniture & fixtures ▪ prepayments <input checked="" type="checkbox"/> excluded unless department has appropriate authorization: <ul style="list-style-type: none"> ▪ animals ▪ telecommunications ▪ utilities ▪ radioisotopes ▪ art and museum acquisitions ▪ rare books ▪ insurance ▪ investment fees ▪ debt fees ▪ legal fees ▪ benefits <input checked="" type="checkbox"/> payment for: <ul style="list-style-type: none"> ▪ athletes or entertainers ▪ salary and wages ▪ honoraria ▪ royalties ▪ fellowships ▪ stipends ▪ prizes and awards <input checked="" type="checkbox"/> copy, fax, or email invoice <input checked="" type="checkbox"/> statement <input checked="" type="checkbox"/> credit memo