



## Process: Non-Employee Refund/Reimbursement Form:

The following process may be used to initiate a one-time non-taxable payment (commonly known as a 'single payment voucher') to an entity/individual. Use of this process does not require the creation of a supplier record in UND Marketplace and offers a more customer-friendly process for payment. While each payment must be "one-time", there are no limits on how many unique/one-time, non-taxable payments may be made to an entity via this process. If the entity is already registered as a supplier in UND Marketplace, you may still opt to use this process for any non-taxable payment to the entity.

Examples of non-taxable payments that can utilize this process:

- Refund of a previously paid expense, such as refunds for canceled conferences, event registrations, ticket purchases, or funds mistakenly deposited to UND.
- Reimbursement of approved travel or business expenses for a non-employee (e.g., candidates for open positions, UND students).

Examples of payments that cannot utilize this process:

- Payments related to the university receiving goods or services
- Payments to research participants
- Stipends
- Refunds of student account charges (including tuition and fees, housing, etc.)
- Payments of prizes and awards

Note: The payments issued as a result of this process will be made via check only. Checks are mailed once weekly (generally Friday) by Procurement & Payment Services. If payment via ACH/direct deposit is required/desired, the standard UND supplier setup (including [W9](#) and [ACH/Direct Deposit form](#)) and payment request processes must be followed.

A description and justification of why the money is being paid out must be provided and backup documentation supporting the payment (e.g., the [Non-Employee Travel Expense Worksheet](#)) must be attached to this form.

# Procedure: Non-Employee Refund/Reimbursement Form:

NOTE: Fill out all required information, indicated by the \*, before progressing. If you attempt to go back after going to cart, your information will be erased. You will then have to start completely over.

1. SECTION: 'Remittance Information'
  - a. Supplier: 'UND REFUNDS REIMBURSEMENTS'
  - b. Include the full name, address, email, and phone contact information of the recipient of the one-time payment. (This is where the check will be mailed).
2. SECTION: 'Invoice Information'

### Invoice Information

**NOTE:** If this is a refund, provide the original transaction identifier and date here. If this is non-employee reimbursement, provide date expenses were last incurred here.

Supplier Inv # \*

3. SECTION: 'Invoice date'
- a. Date that the purchase occurred/date from the receipt, or the date of the original transaction being refunded.
- Note:** For multiple receipts from different dates, please include information in 'Payment Justification/Description' and include attachments of all receipts in the Attachments section..
4. SECTION: 'Attachments'
- a. Include all required documentation here as follows:
    - i. Refunds: provide documentation of the original transaction (such as screen shots from Peoplesoft or the finance system of record).
    - ii. Non-employee reimbursement: provide backup documents, including the Non-Employee Travel Expense Worksheet, copies of receipts, or per diem information.

### Attachments

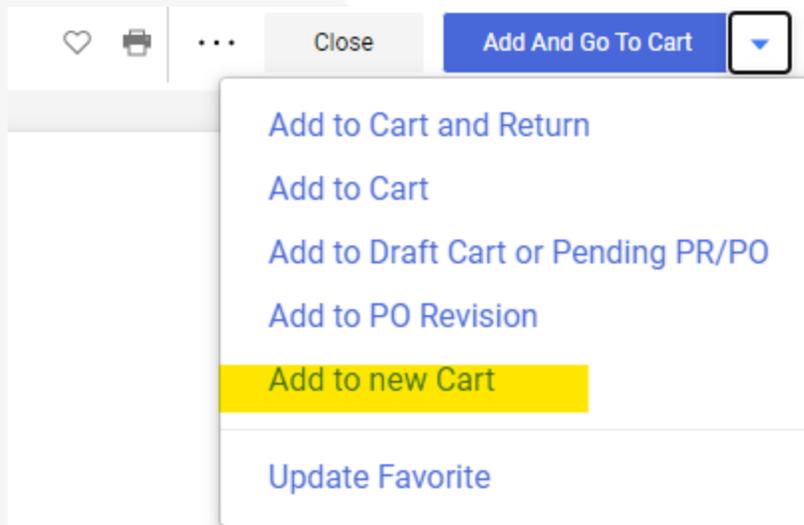
If this is a refund, provide documentation of the original transaction here. If this is non-employee reimbursement, provide backup documents, including receipts or per diem information, here.

Internal Attachments \*

Add

5. SECTION: 'Items'
- a. Itemize each transaction as it shows on the receipt or original transaction detail.
  - b. Once finished and all information is entered – Select the button 'Add and go to Cart.'

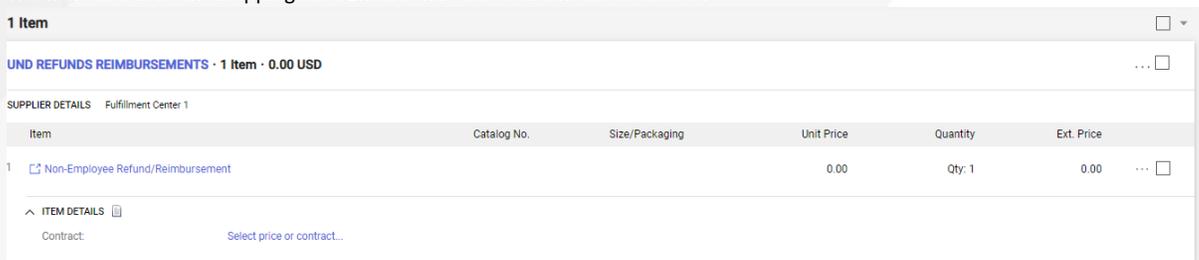
- c.
- d. Another option is selecting the drop-down arrow to the side and selecting 'Add to New Cart' - this will allow you to continue if you have items in the current cart. This keeps the two separate and allows you to continue with minimal issues.



i.

NOTE: Fill out all required information, indicated by the \*, before progressing. If you attempt to go back after going to cart, your information will be erased. You will then have to start completely over.

- 6. The next screen is the shopping cart. Ensure that the total amount is correct.



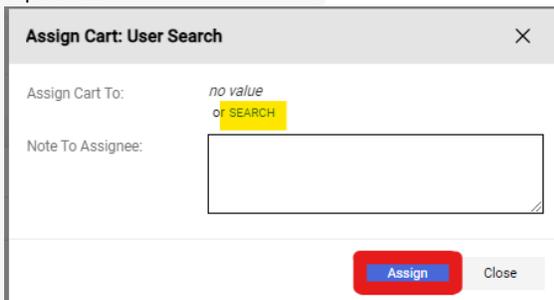
- 7. If this amount is correct, UND Marketplace 'Shoppers' must 'Assign Cart' (Step 8) to who will process the requisition; those with the Requester role in UND Marketplace may 'Proceed to Checkout' (Step 9) to submit the request.



a.

- 8. Shoppers – To assign a cart

- a. Select 'Assign Cart' then on the pop up, hit 'Search', find the appropriate contact, select their user name and then 'Assign' it to them.
- b. It is recommended to add a note, so the assignee know any pertinent information needed to complete the requisition.



c.



- 9. Requesters – After you Proceed to Checkout
  - a. Fill out the business purpose under the general information. The IT Non-Standard and Software name are not required fields, and the form will let you proceed without any text in those fields.

**General** ✎ ...

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Cart Name 2023-03-30 8009953 01

Description *no value*

Priority Normal

Prepared by Natalie TALK

Prepared for Natalie TALK

Business Purpose *no value*  
● Required

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IT Non-Standard *no value*

Tracking Number ▲ Empty

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Software Name *no value*  
▲ Empty

- i.
- b. Shipping information
  - i. Add the shipping address of the department who is paying.

**Shipping** ✎ ...

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**Ship To**

*no address*  
● Required

- c. Accounting Codes: Account, Department, Fund-Dept as appropriate to pay for the refund or non-employee reimbursement.

Accounting Codes							
Account	Department	Fund - Dept	Project	Program Code	Activity_ID	GL_Business	PC_Business_Unit
<i>no value</i> ● Required	<i>no value</i> ● Required	<i>no value</i> ● Required	<i>no value</i>	<i>no value</i>	1 1	UND01 UND01	UND01 UND01

- 10. Double check that everything is accurate and filled out – then ‘Place Requisition.’ Notifications will be received within UND Marketplace on the status of the Non-Employee Refund/Reimbursement Form as it progresses through the workflow.

As always – reach out to Procurement and Payment Services with any questions, concerns, or clarification needed. If you have suggestions for how to better these instructions, please submit those to [und.pps@und.edu](mailto:und.pps@und.edu) as well.